



In this package, you will find instructions on how to register either **A) as a graduate** or **B) on behalf of an organization** for the CPA Alberta Convocation Dinner & Dance.

Please refer to **PART A on page 2**, for the **step-by-step instructions** on how to register as a graduate or **PART B on page 5** for **step-by-step instructions** on how to register multiple graduates on behalf of an organization.

Important note: For graduates who may have a contact within their organization (*as is often the case in organizations that have multiple graduates*) that will be registering and purchasing tickets for all graduates, please discuss your CPA Convocation Dinner & Dance ticket(s) with the person responsible for this within the organization (your organization's contact). Please forward this package to your contact if they have not already received it, as it includes the required registration information, including registration link (the organization contact should follow the instructions under REGISTRATION in PART B on page 5).

Please register for the Convocation Dinner & Dance before the **deadline of January 15, 2020**.

REGISTRATION

PART A) REGISTERING AS A GRADUATE (IF YOU ARE NOT WITH A FIRM OR ORGANIZATION)

If you are with a firm or organization that has more than one graduate, kindly check with your organization first to ensure nobody else is registering you, in order to avoid registration duplication.

As a graduate, you receive **two complimentary tickets** to the Dinner & Dance, one for yourself and one for a guest. You may also purchase additional tickets at \$199 (plus GST).

Online registration for the CPA Alberta Convocation Dinner & Dance is through a third-party provider, Cvent. The instructions below will guide you through the registration process, including selecting the proper registration type.

- 1) Once you access the registration site through the email invitation registration link, select the “Graduate” option from the “Registration Type” menu.

A screenshot of a registration form with a dark background. It contains four input fields: *First Name, *Last Name, *Email Address, and *Registration Type. The *Registration Type dropdown menu is open, showing 'Graduate' as the selected option. A large green arrow points to the 'Graduate' option. Below the fields is a checkbox labeled 'I am an ADMINISTRATOR registering on behalf of an organization's graduates.'

*First Name:

*Last Name:

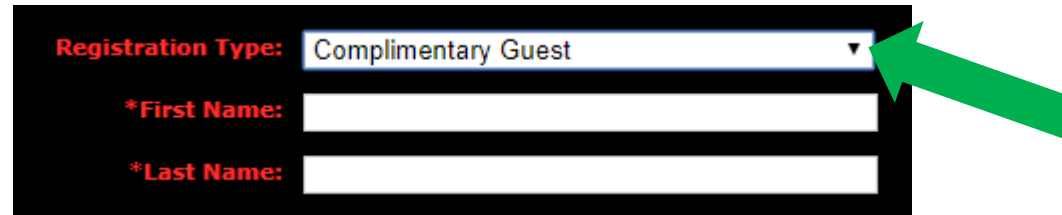
*Email Address:

*Registration Type: Graduate ▼

☐ I am an ADMINISTRATOR registering on behalf of an organization's graduates.

- 2) Click “Next”.
- 3) Enter the requested information, including your dietary restrictions, any special accessibility needs, and seating requests. **NOTE: you do not need to submit seating requests for those guests you are registering – only fill out the seating request field if you wish to sit with guests that have registered separately from your registration.** Tables will be set for 10 people.

- 4) Click “Add Guest” to register your complimentary guest. Select the “Complimentary Guest” option from the “Registration Type” menu.



The image shows a registration form with a black background. It contains three fields: 'Registration Type:' with a dropdown menu showing 'Complimentary Guest', '*First Name:', and '*Last Name:'. A green arrow points to the dropdown menu.

- 5) Enter the requested information, including your guest’s dietary restrictions.

- 6) If you have no additional guests click “Save” to move on to the guest summary. Then, click “Next”.

Follow the prompts to select in which city you will attend and complete registration. (See NOTE on next page.)

OR

If you have more guests to register, click “Save and Add” to add any additional paid guests. Additional guests will not require a “Registration Type” and will be added to your final registration at \$199 + GST per additional guest. Enter the requested information, including dietary restrictions, any special accessibility needs, and seating requests.

You can continue to add guests using the “Save and Add” button until you are finished. Then click “Save” to move on to the guest summary. Then, click “Next”.

Follow the prompts to select your desired city to attend and complete registration. (See NOTE on next page.)

NOTE: For each graduate and each guest, you will need to select in which city they will attend the Dinner & Dance. If attending both locations, please select both. If only attending one location, please select either Calgary or Edmonton.

The screenshot shows a registration form for a user named Jane Doe. The form is divided into two sections for different dates: Saturday, February 2, 2019, and Saturday, February 23, 2019. Each section lists a dinner and dance event with details about the location, time, and cost. Green arrows point to specific elements: one to the name 'Jane Doe', one to the 'Calgary' event, and one to the 'Edmonton' event.

Name will appear here. **Jane Doe** [Show All Descriptions](#) | [Hide All Descriptions](#)

Saturday, February 2, 2019

■ Calgary CPA Convocation Dinner & Dance	6:00 PM	Complimentary
Calgary TELUS Convention Centre		
Hide Description		
Join us for a cocktail reception at 6:00 p.m. Dinner service begins at 7:00 p.m. to be followed by evening entertainment and a dance.		

Saturday, February 23, 2019

■ Edmonton CPA Convocation Dinner & Dance	6:00 PM	Complimentary
SHAW Conference Centre		
Hide Description		
Join us for a cocktail reception at 6:00 p.m. Dinner service begins at 7:00 p.m. to be followed by evening entertainment and a dance.		

The remainder of the registration process is self-explanatory, as you will be clearly prompted through the rest of the steps. When you have successfully completed the registration, you will receive a final confirmation email with all the details of your registration.

TICKETS

Tickets will NOT BE MAILED OUT for the Convocation Dinner & Dance. Instead, you will receive an email with table assignment one week prior to the event. This email will be sent to the email provided during registration. Please share the table assignment with your guests, so they know at which table they will be seated. All tables at the venue will be clearly numbered.

CANCELLATION

The registration deadline is January 15. Full refunds will be granted upon receipt of written notification of cancellation more than 10 business days before the event. Cancellations of the registration received less than 10 business days but more than five business days before the event will be subject to a \$50 plus GST administrative fee, which must be paid prior to the transaction being completed. Refunds will not be granted if the request is received five business days or less prior to the event. Registrants that do not attend the event for which they registered will not be given a refund or credit.

PART B) REGISTERING ON BEHALF OF AN ORGANIZATION

If you are a graduate with an organization that is registering on your behalf, please share the following information with your organization's "contact person," if they have not already received their information package from CPA Alberta.

As the "contact person" for your organization, please read through the instructions below that will guide you through registering all your organization's graduates. You can access the registration at the [Group Registration Link](#).

Please note: you will require the following information in order to register your organization's graduate(s), their guests, and any additional guests from your organization.

- Information necessary to register successful writers (graduates) and their guests:
 - Successful CFE writers' full names and email addresses
 - Names of all their guests
 - Dietary restrictions for all attendees
 - Special accessibility requirements for any attendees
 - Information necessary to register other representatives of the organization (e.g., partners of a firm, senior executives, other colleagues, spouses, etc.)
 - Organization guests' names
 - Organization guests' dietary restrictions
 - Special accessibility requirements for any organization guests
 - Seating requests, if any
- 1) To begin, enter the first graduate's information, and select the "Graduate" option from the "Registration Type" menu. Then, click the button beside the phrase "I am an ADMINISTRATOR registering on behalf of an organization's graduates." You will then be asked for your own business information. This will ensure you, and not the graduate, will receive the confirmation details.

*First Name:

*Last Name:

*Email Address:

*Registration Type: Graduate ▼

☒ I am an ADMINISTRATOR registering on behalf of an organization's graduates.

As the ADMINISTRATOR, enter your information below. Once registration is complete, you will receive a confirmation email for each graduate and have the ability to view and modify their registration details.

*Your First Name:

*Your Last Name:

*Your Email Address:

Administrator's contact information

- 2) Click "Next".
- 3) Enter the requested information for **this graduate**, including the name of your organization, and the graduate's dietary restrictions, any special accessibility needs, and seating requests. **NOTE: you do not need to submit seating requests for people within this registration – only if the request is to sit with people who register separately from this group registration OR if certain people within the group registration wish to be seated together.** Tables will be set for 10 people.
- 4) Click "Add Guest" to register the graduate's complimentary guest. Select the "Complimentary Guest" option from the "Registration Type" menu.

Registration Type: Complimentary Guest ▼

*First Name:

*Last Name:

- 5) Enter the requested information, including the guest's dietary restrictions.
- 6) If there are no additional guests for this graduate, specifically, click "Save" to move on to the guest summary. Then, click "Next".

Follow the prompts to select in which city the graduate & guest will attend and complete registration. (See NOTE on next page.)

OR

If there are more guests associated with this specific graduate, click “Save and Add” to add any additional paid guests. Additional guests will not require a “Registration Type” and will be added to your final registration, at a cost of \$199 + GST per additional guest.

Enter the requested information, including dietary restrictions, any special accessibility needs, and seating requests for each guest. You can continue to add guests specifically for this graduate, using the “Save and Add” button until you are finished. Then click “Save” to move on to the guest summary. Click “Next”.

Follow the prompts to select in which city the graduate & guests will attend and complete registration. (See NOTE on next page.)

NOTE: For each graduate and each guest, you will need to select in which city they will attend the Dinner & Dance. If attending both locations, please select both. If only attending one location, please select either Calgary or Edmonton.

Name will appear here.

Jane Doe

[Show All Descriptions](#) | [Hide All Descriptions](#)

Saturday, February 2, 2019

■ Calgary | CPA Convocation Dinner & Dance

6:00 PM

Complimentary

Calgary TELUS Convention Centre

[Hide Description](#)

Join us for a cocktail reception at 6:00 p.m. Dinner service begins at 7:00 p.m. to be followed by evening entertainment and a dance.

Saturday, February 23, 2019

■ Edmonton | CPA Convocation Dinner & Dance

6:00 PM

Complimentary

SHAW Conference Centre

[Hide Description](#)

Join us for a cocktail reception at 6:00 p.m. Dinner service begins at 7:00 p.m. to be followed by evening entertainment and a dance.

7) To add the next graduate (or organization’s guest) select the button “Register an additional graduate or paid guest” on the summary page.

Your registration is almost complete. Please review your registration below and if everything is correct, click "FINISHED ADDING PEOPLE".

If you are registering on behalf of multiple graduates, click the button "REGISTER AN ADDITIONAL GRADUATE OR PAID GUEST" to add another graduate.

Toggle between registrants to review the Registration Questions.

Registration Summary

Jane Doe

CANCEL

REGISTER AN ADDITIONAL GRADUATE OR PAID GUEST

FINISHED ADDING PEOPLE ►

Jane Doe [\(Edit\)](#)

Click here to add another graduate or paid guest

- 8) Return to step 3 to complete registration for the next graduate and their guests OR additional paid guest (e.g., partners of a firm, senior executives, other colleagues, spouses, etc.) and their specific guests. Repeat steps 3 – 7 for each graduate or each additional paid guest.

The remainder of the registration process is self-explanatory, as you will be clearly prompted through the rest of the steps. When you have successfully completed the registration, you will receive a final confirmation email with all the details of your purchase.

TICKETS

Tickets will NOT BE MAILED OUT. Instead, **you will receive an email with table assignment one week prior to the event. This will be sent to the email provided during registration. Please share the table assignment with your guests, so they know where they will be seated. All tables at the venue will be clearly numbered.**

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