



Group Registration Policy

The Archives Society of Alberta has introduced a Group Registration option for Conference 2021, to provide better access for the online program.

The Group Registration allows three people in the same organization for the price of two.

Here is the process and policies that govern this registration category:

Group Registration Process

- The person registering on behalf of the organization must register and pay via the online portal
- They must then email the Conference Coordinator, conference@archivesalberta.org the names and emails of those that are covered under the Group Registration

Group Registration Policy

- Group Registration is valid for three unique people who are all employees within the same organization.
- No additional employees may be added to a Group Registration.
- Access to the conference will be granted to the three-specific people, whose names were shared at the time of the Group Registration. All communications will go to each unique person rather than an organizational contact
- Those who are attending on a Group Registration are not able to provide access to or broadcast the Conference to anyone outside of themselves and are meant to join via one computer only.
- Group Registrations are not transferable as they are tied to a specific person at the time of registration; however, if someone is unable to attend due to an unforeseen circumstance, please reach out to the Conference Coordinator to discuss options.
- If the Group Registration needs to be cancelled, please contact the Conference Coordinator to discuss options. If the Group Registration is cancelled on May 14 or after, there will be no refund granted.

If you have any questions, please contact Ericka Chemko, the Conference Coordinator at conference@archivesalberta.org.