

Housing Central: BC's Affordable Housing Conference: Speaker Registration & Discounted Fee Schedule

Part 1: Speaker registration fees

Day of your presentation(s) = complimentary, PLUS:

- a. \$300 plus tax for 1 additional day attending the conference;
- b. \$400 plus tax for 2 additional days attending.
- c. Sector Supper (Nov. 17) = \$45 plus tax

For example, if you are presenting on Sunday, Nov. 17 and would like to attend on Monday, Nov. 18, then you would pay \$300 plus tax. If you are presenting on Nov. 17 and would like to attend on Nov. 18 and 19, then you would pay \$400 plus tax. The Sector Supper is offered to all speakers at the BCNPHA member rate.

Part 2: Conference information

1. Browse through our education sessions.
2. Decide which sessions and special events you would like to attend.

Part 3: Registration procedure

NOTE: If you have any problems/questions with the registration process, please email conference@bcnpha.ca directly and someone will get back to you.

1. Go to the conference registration tab.
2. In order to register, you must first sign into your BCNPHA account with your username and password (If you don't have an account, click the "Don't have an account" link).
3. Follow these step-by-step instructions:
 - a) **Click "Register Myself"** or "Register Someone Else"
*To register others from your organization, you will need to be logged in & you will see a **Register Someone Else** button (gray) right below the **Register Myself** button (red). There will be an option to select someone who is already in our database (click on the blank text field & select the person's name from the drop-down menu), or the option to add someone new to our database if they are not listed.*
Important: Please make sure you include their email address so that they can receive further correspondence regarding the conference.
 - b) **Select a registration option** (please select the day you will be speaking + any additional days you wish to attend). As a presenter you will have been entered into our database, and will be charged the appropriate registration fees.
 - c) If applicable, answer the questions regarding sponsorship, tradeshow and dietary needs, and save your responses.
 - d) **Add sessions/event activities to your itinerary by clicking the "Add" button to the left of each selection.** If you do not see the "Add" button, it means you have not clicked "Register myself" or selected a registration option. Go back to steps a) and b). *Note: You do not have to select sessions in which you are presenting. For example, if you are presenting in M01, and wish to attend M18 as a participant, then you only need to add M18.*

Important: Some event activities may have an extra cost, e.g. the Sector Supper has a ticketed price in addition to registration fees. Itinerary changes are possible after your registration is complete.

- e) Click the "Proceed to Checkout" button on the bottom of the page.
- f) Review your items and total fees. If fees are greater than \$0 then continue to step g); otherwise click the "Submit Order" to complete your registration.
- g) If paying by credit card, select "Pay Now" in the payment details section, complete your payment details and a receipt will be emailed to you overnight. If you are paying by cheque, please select the "Pay Later" option and an invoice will be emailed to you.
- h) Click the "Submit Order" button to complete your registration.
- i) An automated registration confirmation email will be sent to you that includes your itinerary and the amount paid or owing.

Need help?

- Having problems with your account? Email webfeedback@bcnpha.ca.
- Is your total amount owing incorrect, or are you having other problems completing your online registration? Email conference@bcnpha.ca.