

## **Ray Garrett Jr. Corporate and Securities Law Institute** **Affiliate Registration Instructions**

The following pages outline each step of the affiliate registration process for the 2015 Ray Garrett Jr. Corporate and Securities Law Institute. Please take a moment to read through them before proceeding as they answer most of the questions or issues that may arise during registration. *Program speakers **DO NOT** need to register.*

### **Step 1: Sign-In**

1. Find the registration link [here](#) or by going to the program website at <http://www.law.northwestern.edu/garrett/> and clicking on “Register Online.”
2. When you are ready to enter your attendees, click the “Register” button.
3. On the initial sign-in screen, enter the first name, last name, and email address of your first attendee.
4. Enter the attendee’s contact information, **NOT YOURS**, at this time. There will be an opportunity to CC yourself, if you wish, later on in the process.
5. At this point you must also select your affiliate level (Lead, Supporting, or Program) under “Registration Type.” You will need to do this for each registration. If you don’t know your firm’s affiliate level, find out [here](#).

NOTE: It is mandatory that we receive unique email addresses for each of your attendees as email is the primary method of communication prior to the Institute.

### **Step 2: Contact Information**

1. Click “Next,” you will be brought to the contact information page for your first attendee.
2. Consider adding your assistant or the person handling registration so that they receive a confirmation and info about the Institute
  - a. The “Personal Information” section allows you to add your assistant’s info
3. Once you have entered the contact information for your first attendee, click “Save and Next.”
4. Select your attendee’s materials preference and answer “Yes” to the question, “Are you attending as part of a law firm affiliate group?”
5. Next, select your firm name from the drop-down menu.
6. The next page will show the registration item that has been selected (“Program Registration”). You may ignore the optional item of additional materials as each of your attendees will receive a CD-ROM or USB drive at check-in.
  - a. Use this section only if you would like to purchase additional materials.

### **Step 3: Registering Additional Attendees**

1. After the registration summary page, click “Next” and proceed to the Registration Summary page.
2. After you review the registration information for your first attendee, you may register a second person my clicking “Add Person” at the top or bottom of the page.

3. You will be asked to sign in (first and last name, email address, affiliate type) for attendee #2. You can repeat this process as many times as necessary to add all of your attendees. ***If you only have a partial list at this time, that is fine. Enter who you have and come back at another time to enter the rest.***
4. If you are only entering one attendee at this time, click “Finished Adding People” to move on to the final page.

**Special Feature:** If a colleague has attended this or another Northwestern CLE program in the past, his/her contact information may already be saved in our database. When you log in using his/her email address, the system will recognize the individual as a past attendee and pre-populate his/her contact information so you do not have to enter it. You may edit any information that has changed or is inaccurate.

#### **Step 4: Completing the Process**

1. After every registration, the system will bring you back to the Registration Summary page for your most recent attendee. When you have entered all of your attendees (or all that you have at this time), click “Finished Adding People” to move on to the payment page.
2. You will not have any payment to submit, but you will see a list of all the attendees you have registered. If you made a mistake, just click “Previous.” The system will take you back to the Registration Summary screen where you can make the necessary modifications.
3. If you are satisfied with the registrations you have entered, click “Finish.”
4. You have now completed the registration process. Your attendees will immediately receive individual confirmation emails stating various program details they should be aware of prior to arriving at the Garrett Institute. These emails will also contain individual confirmation numbers and an email link back to the registration system. Use this link and the confirmation number provided if you need to modify or substitute any registrations.

#### **Step 5(Optional): Hotel Reservations**

Garrett Institute attendees are welcome to take advantage of special room rates at the Westin Michigan Avenue. Subject to availability, the rate is \$189 for a single or double room booked by April 16, 2015. You may book by calling the hotel at 888-627-8385 and identifying yourself as a participant in the Northwestern Law Garrett Institute.

**Please note:** Hotel accommodations are not included with program registration and should be made directly with the Westin. Northwestern Law does arrange accommodations for Institute speakers traveling from out of town. Those questions may be directed to Maryanne Martinez at [m-martinez@law.northwestern.edu](mailto:m-martinez@law.northwestern.edu) or 312-503-8988.

If you have any questions regarding the registration process, please contact Lori Sass at [l-sass@law.northwestern.edu](mailto:l-sass@law.northwestern.edu) or by phone at 312-503-8932. Thank you for your support of the Ray Garrett Jr. Corporate and Securities Law Institute.

Sincerely,

Steven Lindee and Lori Sass