

Gateways to Opportunity® Registry-Verified Conference Tip Sheet

Thank you for your interest in hosting a Registry-Verified Conference. Below are the steps on how to host a Registry-Verified Conference:

1. Review the Registry-Verified Conference [YouTube video](#) and request a Registry-Verified Conference Scheduling Form.
2. Fill out and submit a Registry-Verified Conference Scheduling form at **least 2 months** prior to the conference date, if possible.
 - a. The Registry-Verified Conference application and accompanying documents can be submitted by email.
3. Fill out and submit the Registry-Verified Conference Session Spreadsheet, once all presenters and sessions have been approved. This spreadsheet should be submitted **no later than 1 month** before the scheduled conference.
 - a. Information required: Session Title, Lead Presenter Name, Presenter Registry ID# or Presenter Home Address (this information will not be shared), Date, Session Start Time, Session End Time, Break, Duration, and approximate number of labels for each session.
 - b. **Please order labels in increments of 30**, and feel free to order as many as you think you might need, including extras.
4. Gateways will create session labels for attendees to receive at the end of each session and to be placed on their certificate.
 - a. A sample certificate template is available on request.
 - b. If you choose to use your own certificate, you must include all the same information which appears on the Gateways certificate.
5. Remind attendees prior to the conference to become Registry Members and/or make note of their Gateways Registry Member ID#.
 - a. Gateways Registry Member ID# is especially useful in identifying each participant and is highly suggested for certificates.
6. A Gateways representative may be present at the conference to answer questions.
 - a. Requests for a Gateways representative need to be submitted **2 months** prior to the conference.
 - b. Requests will be reviewed and then will be accepted or denied based on funding and staff availability.
7. If a Gateways representative is onsite at the conference, certificates will be scanned at the end of the last session of the conference day. Certificates will need to be brought to the Gateways table by the facilitators of each session.
8. If a Gateways representative is not on site at the conference, conference staff will need to submit participant certificates to INCCRRA **within 10 business days** of the conference.
9. Gateways has **30 business days** from the date certificates are received to enter participant credit. The conference will then appear on participants Professional Development Record (PDR).