



Association for Information Services Conference Registration Service Agreement

This agreement between _____ (client name and full address) and the Association for Information Systems (AIS) sets forth the terms and conditions of your use of the AIS Conference Registration Services for the _____ (event name and date). This service begins twelve weeks prior to the conference and ends thirty days following the conclusion of the event.

Fees

An initial, non-refundable one-time setup fee of _____ will be charged for these services. Assuming the scope and services required for this conference do not substantially change in the future (in the sole opinion of AIS), there will be no additional set-up fees charged to client.

A standard processing fee of _____ (USD) per registrant will be charged to the client.

Services

AIS will provide the following registration services related to this conference:

Processing Services

- design and maintain a secure on-line web registration system – available 24 hours a day, 7 days a week;
- provide a link to the on-line registration form and a PDF registration form to be posted on your web site;
- receive registration forms via fax, mail, or internet and enter advance registrations into our conference registration database – daily backup protects your data;
- send registration confirmation to registrants via email;
- assist registrants with questions via telephone, fax, and e-mail during normal business hours;
- process cancellation and refund requests;
- enter on-site registrations into the conference registration database;

Reporting Services

- send weekly registration reports to designated conference committee members;
- archive data for future reference.

Financial Services

- establish secure credit card processing site for online registrations (All credit card processing fees to be paid by AIS.)
- receive and process all payments received via check and wire transfer (Wire transfer fees are the responsibility of the client.)

Client responsibilities:

- Complete conference parameters worksheet and submit to AIS at least five months prior to the start of the conference. Failure to do so may result in cancellation of this agreement.
- Provide AIS with banking information for transferring of funds after final reconciliation (this applies to non-affiliated groups only)

Signed and Agreed to:

For the Association for Information Systems
Name: _____

Signed: _____

Date: _____

For the Client
Name: _____

Signed: _____

Date: _____

**Association for Information Systems
Conference Parameters Worksheet**

Please complete and return to the AIS Office Manager at office@aisnet.org or fax to (404) 413-7443.

Conference Data

Name of Conference:

Conference Sponsor (organization):

Key Contact Name(s) and Email Address:

Mailing Address:

Fax number (if available)

Registration Set-Up Parameters			
Conference Start Date		Conference End Date	
Early Registration Open Date			
Regular Registration Open Date			
Onsite Registration Open Date			
Registration Close Date			
(Only if you do not offer onsite registration)			
Event URL			
Member Registration Rates*	Early	Regular	Onsite
Academic	\$	\$	\$
Doctoral Student	\$	\$	\$
Corporate/Professional Member	\$	\$	\$
Doctoral Consortium Student	\$	\$	\$
*AIS membership fees will be added for new or renewing members (for affiliated groups only)			
Guest Registration Rates (describe each guest event or item and provide ticket price)			
Ticket Rates (describe each optional event or item and provide ticket price)	Adult	Child	

For office use only

☐ Affiliated
 ☐ Non-affiliated
 ☐ Site Tested
 ☐ Notification Sent
☐ Credit Card Services Established