2017 Group Registration Policies

1. Groups are made up of 5 or more people.
2. Our discounted group rate is $55 per person (regular $85).
3. The group discount does NOT include a subscription to the *Montana Business Quarterly*.
4. Group members do not have to attend in the same location to receive the discounted rate.
5. Groups smaller than 10 are welcome to register using the group registration web page.
6. Large groups or groups with special requests may download the ‘Registration Spread Sheet Template’ available at the group registration web page and email it to Megan Elensky, Registration Coordinator, at [megan.elensky@umontana.edu](mailto:megan.elensky@umontana.edu) Please include:
   - A. Company and a contact person,
   - B. First and last name,
   - C. Location attending,
   - D. Continuing education credits requested (Include Realty and Insurance License #),
   - and
   - E. Email address for each member.
7. **Once your group is registered, please make substitutions over the phone or via email rather than online to avoid duplication and confusion.**
8. If a member of your group cannot attend the Seminar at the last minute due to illness, emergency, etc., you may send a substitute in their place. The substitute will be asked to complete a registration form at the door.
9. Our policy does not allow individuals to switch to a group registration after they have registered for a Seminar at the regular rate.
10. While we can add non-registered individuals to an existing group, we appreciate receiving all group registrations at one time.
11. Montana Insurance Continuing Education Program and the Montana Board of Realty Regulation require license numbers for each individual requesting credits. If members of your group would like CE credits in these categories, please provide their license numbers.