OSPMI Registration Guidelines

Ocean State Chapter

Step 1:

Please click on the link **"More Information and/or Register"** to begin the registration process

September 2012 Monthly Chapter Meeting

Sept 13th 6PM – 9PM

Positive Social Capital: How High-Quality Connections, Energy, and Reciprocity Create Success

Speaker: Dr. Wayne Baker

Sponsor: IntePros Consulting

Location: Providence Marriott

Registration Open

More Information and/or Register

Step 2:

Click here to register for Presentation Only option

Register for this Event

Please take time to familiarize yourself with the upcoming chapter meeting information and biography of our speaker. Once reviewed, click on the link towards the bottom of the page for the **Dinner or Presentation Only** option.

Please note, Presentation only isn't always an option.

Register Early

Registration opens 3 weeks prior to the Chapter Meeting date which occurs the 2nd Thursday of every month
Please note we do not hold Chapter Meetings in July, August and December

Step 3:

Participant Information

PMI ID:

First Name:

Last Name:

Designation:

Address1:

Address2:

Company Name:

Company Title:

City:

State/Province:

Postal Code:

Email:

Any Discount Codes
(separated by semicolons)

PDU Eligibility:PMPs must attend events to legitimately claim PDUs.

Save   Cancel

Meal Choices   ○ Pan Roasted Sirloin   ○ Sauteed Breast of   ○ Farfelle Pasta w/
Tips of Beef w/ Ragout of   Chicken w/ Mushroom   Pink Vodka Sauce &
Wild Mushrooms   Marsala Cream   Seafood

Here is where you'll enter your membership information which is also used to create your badge.

REMINDER: If you login prior to registering, your information will pre-populate.

On the same page towards the bottom, you **must** select your choice of meal for the dinner option unless it's a dinner buffet

Note: Selecting a meal is not an option for Presentation only members

Ocean State Chapter (PMI)

Step 4:

Registration

Instructions: Each event you selected to register will be presented on a separate page. If you wish to receive affiliate discounts, edit your registration to enter the code(s). If you want member rates and they aren't showing, please login now. To register yourself, and additional guests, click [Add Participant]. You must have the PMI Member ID for the guest that you register in order to receive member rates for that guest. When you are finished adding participants, click [Finalize Submission]

September 2012 Monthly Chapter Meeting Date: Thursday, September 13, 2012 PDUs: 2.00

[Add Participant] [Finalize Submission] [Cancel]

First Name	Last Name	Event	Cost	Total	Options
Sandy	Martins	September 2012 Monthly Chapter Meeting	30.00	30.00	✎ ✕

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Step 5:

Cancellation Policy

[I accept the cancellation policy.] [Cancel]

CANCELLATION POLICY:

The event planners and caterer require a head count for planning purposes which OSPMI provides upon the close of meeting registration. Once that count is submitted, we are charged for the materials and meals whether or not registered attendees are able to make it to the meeting. For that reason we are unable to honor cancellations following the close of our meeting registration. If you want to allow someone else to attend the meeting in your place, they must identify themselves as your replacement at the registration desk.

E-mails regarding cancellations should be sent to vp_administration@oceanstatepmi.org

Note: Your registration will not be complete until you have confirmed you have read this policy by clicking on the button below. An email confirmation of your registration will be sent to you upon successful completion of your registration. If you choose "Invoice" as a payment type no email confirmation will be sent. Print the Invoice as your record of registration.

Please take time to read the registration instructions. Here you can add participants as your guest using your PMI ID. Once complete proceed to finalize submission.

Please read and familiarize yourself with our cancellation policy. Your registration **will not** be complete until you **confirm** you have read and accepted.

Note: If you choose "invoice" as a payment type no email confirmation will be sent. Print the invoice as your record of registration

Step 6

For step 6, here is where you can view your shopping cart.

Note: If you missed information such as a meal choice, or decide to add a guest, you can click "**Continue Shopping"** which will take you back to our homepage.

If you plan to check out and pay online with a major credit card, click on **Check Out.**

Step 7

You officially made it to the checkout phase of registration. Here you can enter your major credit card information for payment and proceed to **Place Order Now.**

Congratulations, you've successfully registered for the OSPMI Chapter Meeting.
Note: Please print <u>two</u> copies of the confirmation e-mail you will receive after successfully completing your registration.

The OSPMI Board members appreciate and honor your dedication in attending our monthly meetings. We're always open to feedback and suggestions to ensure a valuable and beneficial meeting so please do not hesitate to reach out to the VP of Administration team. Thank You.

Past President: Jodi Higgins - past_president@oceanstatepmi.org
President: Robert Massoud - president@oceanstatepmi.org
First Vice President: Jim Zito - vice_president@oceanstatepmi.org
VP of Administration: Sandy Martins - vp_administration@oceanstatepmi.org
VP of Programs: Andrew Stone - vp_programs@oceanstatepmi.org
VP of Membership: Rain Rogers - vp_membership@oceanstatepmi.org
VP of Finance: Vicki Hall - vp_finance@oceanstatepmi.org
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