

How to Plan and Submit a Conference

Conference events need to be submitted to IDCEC through a different account type, either a Corporate Conference Provider account or a Not-for-Profit Conference Provider account.

Begin by selecting your choice on the “CE Providers” page:

Register as a New Corporate Conference Provider
Corporate Conference Providers are for profit event management corporations or organizations that manage and develop tradeshow and industry events.

Register as a New Not-for-Profit Conference Provider
Not-for-Profit Conference Providers are Associations, Chapters or Academic Institutions.

For this example, we will register as a new Corporate Conference Provider.

Enter your name, email, and create a password on the page below:

Register

Please do not use your email address as your password. Please write down your user identification number and chosen password as you will require these to log in and manage your account.

After you have received your identification number please log in and complete your administrator and company profile. You will then have access to your dashboard.

First Name*	Last Name *
<input type="text" value="Alex"/>	<input type="text" value="Girard"/>
Email Address*	
<input type="text" value="alex@mailinator.com"/>	
Password(minimum of 7 characters)*	Confirm Password(minimum of 7 characters) *
<input type="password" value="•••••••"/>	<input type="password" value="•••••••"/>
I agree with the Privacy Policy*	
<input checked="" type="checkbox"/>	
	
Generate New Image Get Audio Code	
<input type="text" value="VY6KS"/>	× Type the Code from the image
<input type="button" value="Register"/>	

Click “Register”. The site will assign you an account number, which is your user number to be used in conjunction with your password to login.

Registry Confirmation

Thanks for registering at IDCEC as conference provider. Your IDCEC identification number is 14-00001025.

Please use your IDCEC number and password to access your account. With secured access you may submit a course, schedule an event, submit attendance and obtain quarterly results for your CEUs. This will help you manage your CEUs efficiently. If you have any questions please email Jeremy Roberts at jroberts@idcec.org

Please keep this identification number secure and use it in all email correspondence with IDCEC.

Thank you,

IDCEC Administrator

Print

Log On

Please print this page for future reference, or record the number, and then click “Log On”.

Enter your user number and password, and, when logged in, fill out the Administrator Information, and click “Save”.

Administrator Information

Salutation*

Mr

Email Address*

alex@mailinator.com

First Name*

Alex

Last Name*

Girard

IDCEC Number*

14-00001025

Initial Password*

Primary Phone Number*

(222)111-3333 Ext.

Secondary Phone Number

Ext.

Fax Number

222-112-1333

Position*

Event Planner

Address*

1234 Hillman Street

City*

Anytown

State/Province*

Illinois

ZIP/Postal Code*

11223

Save

Register your Business Profile, and then “Save”.

Register Business Profile

Logo (Upload your company logo to show on the searchable calendar. Max. size 60x60 -100x100)

Business Name (As you would like to appear in the calendar of events).

*

Website (url should start http://)*

Same as mailing address

Address*

City*

State/Province *

ZIP/Postal Code*

You are now ready to begin entering your conference submission.

Click "Submit a Conference" on the left to begin.

- [Submit a Conference](#)
- [Payment \(CAD Only\)](#)

Conference Dashboard

Conference Title (Max of 100 characters)

No records to display.

Step 1 involves entering your General Conference Information. Information for specific seminars is entered on Step 3.

General Conference Information	Planning committee, unit or group.	Add Course and Instructor
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Conference Title (Max of 100 characters)*
Enter your conference event title here

Conference Start Date:*  **Conference End Date:*** 

Please describe your conference development, presentation selection and content review process
Describe how you selected seminars for the event, and how you reviewed them. Seminars need to be reviewed to meet IDCEC's approval guidelines

Please describe how attendance/successful completion of each session will be verified onsite.
Describe how you validate attendance. Are attendance cards signed / stamped? Do you have someone scanning badges? Are certificates emailed to attendees afterward, or delivered to them onsite?

Conference Registration Link: (must include http:// or https://)*

Conference Registration Contact Information:
 

Click "Save" to continue.

On the new screen that opens, click:

In this step you identify the members of your conference planning committee, and briefly describe their background.

General Conference Information | **Planning committee, unit or group.** | **Add Course and Instructor**

Conference Title (Max of 100 characters)
Enter your conference event title here

Add a new Planning Committee, Unit or Group.

Continue to Next Step

Conference Title (Max of 100 characters)
Enter your conference event title here

Full name:* Barb Jones

Title:* Event Planner

Company Name*
Con Tech Conferences

Biography (Maximum 100 words)*
Enter a brief biography here.

Add Cancel

Click "Add". This step can be repeated until everyone has been added.

Conference

Please do not upload content that contains symbols or characters not recognized as text. A user will experience time out error messages if symbols are included in the information for content and description of the conference or seminars.

Only seminars with a minimum of 75% content related to Health, Safety and Welfare will qualify for the "HSW" designation. Please choose the "General" designation if the seminar contains less than 75% content related to Health, Safety and Welfare.

General Conference Information	Planning committee, unit or group.	Add Course and Instructor		
<p>Conference Title (Max of 100 characters) Enter your conference event title here</p>				
Full Name	Company Name	Title	Biography (Maximum 100 words)	Edit
Barb Jones	Con Tech Conferences	Event Planner	Enter a brief biography here.	Edit
Sam Waters	Waters Consulting	Subject Matter Expert	Here is a brief bio of Sam.	Edit
<p>Add a new Planning Committee, Unit or Group.</p>				
<p>Continue to Next Step</p>				

Click "Continue to Next Step" to begin adding your seminars.

General Conference Information	Planning committee, unit or group.	Add Course and Instructor
<p>Conference Title (Max of 100 characters) Enter your conference event title here</p>		
<p>Courses</p>		
Course Name	Edit	Add Presenter
<p>No courses to display.</p>		
<p>Add Course</p>		
<p>Submit</p>		

Click "Add Course" to add your first seminar. Make sure the description of the seminar is brief yet informative. Seminars that promote a product, service or person are not eligible for IDCEC approval.

Add Seminars: Seminars must be whole hours. Do not count breaks in the seminar time calculation. 75% content related to Health, Safety and Welfare is required to qualify for the "HSW" designation.

Date:* **Start Time*** **End Time***

Requested Designation:* **Classification of Learning levels***

Presentation Title:*

Description: (Max. of 1000 characters)

Once the seminar has been added, please click “Add Presenter”. A seminar can have more than one presenter, but the seminar needs to have at least one presenter added.

General Conference Information | **Planning committee, unit or group.** | **Add Course and Instructor**

Conference Title (Max of 100 characters)
Enter your conference event title here

Courses

Course Name	Edit	Add Presenter
> First Seminar	Edit	Add Presenter

Presenter

Name:* **Email Address*** **Telephone Number***

Company Name*
 Enter the presenter's organization here

Title:*
 Enter the presenter's title here

Biography (Maximum 100 words)
 Enter a brief biography of the presenter|

Click "Add Presenter". You will be returned to the screen listing your seminars.

General Conference Information | **Planning committee, unit or group.** | **Add Course and Instructor**

Conference Title (Max of 100 characters)
 Enter your conference event title here

Courses

Course Name	Edit	Add Presenter
> First Seminar	Edit	Add Presenter

You will notice that the "Add Presenter" link is no longer highlighted red. This means that at least one presenter has been successfully added. To view or edit the presenter's profile, please select the "Expand" (">") function to the left of the seminar title.

> First Seminar

Course Name	Edit	Add Presenter
First Seminar	Edit	Add Presenter
Presenters		
First Presenter	Edit	Delete

Click the function again to collapse the Presenters view.

When all of your seminars have been added, please select the “Submit” button to submit the conference for review.

General Conference Information	Planning committee, unit or group.	Add Course and Instructor
Conference Title (Max of 100 characters)		
Enter your conference event title here		
Courses		
Course Name	Edit	Add Presenter
> First Seminar	Edit	Add Presenter
> Second Seminar	Edit	Add Presenter
Add Course		
Submit		

You will then be taken to the payment screen to view your invoice for the submission.

Payment

All Fees are in Canadian Dollars (CAD)

Order #:INV-06986-D0R6W2

Description	Qty	Unit Price	Ext. Price
Conference Submission Fee:Enter your conference event title here	1	500.00	500.00
Total (Canadian Dollars):			500.00

Please pay by VISA, Master Card or American Express credit card.

[Process Credit Card Payment](#)

Click “Process Credit Card Payment” to continue. Payment must be made by credit card; Visa, MasterCard, or American Express are accepted.

You will then be taken to the payment page. Please enter your credit card information, and process.

Mandatory fields marked by *

Payment Details

Transaction Amount: \$500.00 (CAD)



Order ID: INV-06986-D0R6W2

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

Once the transaction has been processed, you will be returned to the IDCEC site, and will see your Payment Confirmation.

Payment Confirmation

All Fees are in Canadian Dollars (CAD).

HST #:80996 1717 RT 0001

Receipt #:PAY-000001983

Payment Method

VISA

Payment Date

3/02/2016

Order #:INV-06986-D0R6W2

Description

Conference Submission Fee:Enter your conference event title here

Qty Unit Price

1 500.00

Total (Canadian Dollars): 500.00

This can be printed, and will remain available for viewing / printing in your “View Payment History” function.

Payment (CAD Only)

- [View Payment History](#)
- [Manage Profile](#)
- [Reset password](#)

Start Date:*

End Date:*

[View Report](#)

HST #:80996 1717 RT 0001
Order #:INV-06986-D0R6W2

Description

(CONF-10079) Enter your conference event title here

Qty Unit Price
1 500.00
Total (Canadian Dollars): 500.00

Receipt #:PAY-000001983
Payment Method:

Payment Date:
3/02/2016

[Print Report](#)

On your Dashboard page, you can now see the conference listed, and the status updated to “Submitted”. Your conference will be reviewed by IDCEC within 2 weeks, and you will be contacted regarding the approval by IDCEC.

[Dashboard](#)

- [Submit a Conference](#)
- [Payment \(CAD Only\)](#)

THIS IS A TEST WEBSITE. DO NOT USE THIS WEBSITE. IDCEC'S OFFICIAL WEBSITE IS WWW.IDCEC.ORG

Conference Dashboard

Conference Title (Max of 100 characters)	Start Date	End Date	Status
Enter your conference event title here	03/18/2016	03/22/2016	Submitted

Click the conference title to view the seminars.

Conference Seminars

Conference Title (Max of 100 characters)
(CONF-10079) Enter your conference event title here

Seminar	Seminar Code	CEU	Designation
First Seminar	SE-10079-101	0.1	Health, Safety, Welfare
Second Seminar	SE-10079-103	0.1	General

You will notice that the conference has a code: CONF-10079. Each seminar has a code as well. Please include these on the proof-of-attendance that you give to attendees, as it will assist them in self-reporting their attendance on the IDCEC registry.

If proof-of-attendance is not given to attendees on-site, then please ensure that attendees receive it within 5 to 7 business days after the conference.

Please note that conferences differ from CEU courses, in that attendees self-report their seminars.

Conference approval is granted for a single offering. This conference can only be offered once.