



## Group Registration Instructions

We are happy to offer a discount for nonprofit organizations and private firms registering for two day attendance for five or more participants. **The deadline for group registration is September 7, 2025 11:59 PM ET.** Groups making payment after September 7, 2025 may experience significant registration delays. ***We strongly recommend registering before the deadline.***

### Group registration rates:

Group type	Registration fee per attendee
Private attorney	\$400
Nonprofit worker	\$250

**Step 1: Fill out the [Group Registration Form](#).** You will need the names and email addresses of:

- Attendees. Note that we need the email address attendees will use to sign in to their Zoom account.
- Registration Contact (a person we can reach out to if needed to confirm attendees are successfully registered);
- Billing Contact (the person who will receive the invoice for payment). Your billing contact will receive an invoice with instructions for payment within three business days.

### Step 2: Make a payment!

- You can pay by check or through EFT.
- Follow the instructions listed on the invoice if you are paying via EFT
- If you are mailing a check, indicate this on the group registration form. In the check memo line add: *2025 IDP Seminar*
- Group registrations will only occur once payment has been received.

**Step 3: Attendees will receive a registration confirmation email** within 2-3 business days. Note that the email will include a unique sign-in link. If you do not receive a registration confirmation, contact us at [training@immdefense.org](mailto:training@immdefense.org).

If you have questions about this process, please email [training@immdefense.org](mailto:training@immdefense.org).