

Group Import Instructions and Checklist:

- ❑ **Column Titles** must be left in place. Do not delete or make any changes to the column titles.
- ❑ **Contact Information** must be accurate and valid for each delegate in order to process registration requests. Please remember that the information you provide for your delegates encodes on their badges which they use to request materials and information at the Annual Meeting. The individual delegate’s contact information is required for registration. Registrations will not be processed where the Group Administrator’s information is provided. **If you do not provide accurate email addresses, group delegates will be unable to access digital Annual Meeting products, including Certificates of Attendance, 2018 ASCO Annual Videos and Slides, the Attendee Resource Center (including Proceedings and Educational Book), and Continuing Education (CE) and Maintenance of Certification (MOC) credits for physicians.**
- ❑ **Email Confirmations** are sent to the Group Administrator only, not to the individual delegates. A unique email address is required for each delegate. If the email address provided is not unique, the delegate will not be registered.
- ❑ **Required Information** is noted by a highlighted column in the spreadsheet.
- ❑ **Extraneous Marks** and punctuation should not be present in the spreadsheet. Please leave fields blank instead of entering a zero, N/A (not applicable), dots, x’s, or any other punctuation.
- ❑ **Accent Marks** are not able to be registered in our system. Consult your group delegates to ensure their names are spelled correctly in a non-accented format. Do not enter acutes Á, tildes Ñ, umlauts Ë, etcetera.
- ❑ **Email the Import Spreadsheet** to ascogroupreg@spargoinc.com with subject: “AM18 – Group import for [Group Name]”
- ❑ **Accessing Group Registration Records** online will be possible once the import is complete. Please allow 10 business days for your import to be processed. Access the registration records online by linking to the Group Registration website from am.asco.org using the Group Administrator ID number and password. This will give you the opportunity to make changes, add or cancel registrations, and to make payments for your group.
- ❑ **Payment is required by the early registration deadline, April 25, 2018, in order to receive the early registration fees and by May 18, 2018, to receive the late registration fees.** Onsite registration fees begin on May 19, 2018. Complete the Group Payment Worksheet to determine the amount that is due.
- ❑ Please use title case when entering names into the import spreadsheet as opposed to all capital letters. The names on the import spreadsheet (including capitalization) will be entered into our system exactly as you provide it. The text will appear in this format across all documentation provided to attendees, including Visa Letters, Certificates of Attendance, and CE Credits/Feedback. We appreciate you providing the appropriate capitalization on the spreadsheet to ensure the accurate delegate name and information is saved and used by ASCO.

Fig. 1: Information to be gathered for the Import Spreadsheet

Admin ID #	Registration Fee Type FULL or BOOTH	ASCO Member ID#	Student (TYPE Y/YES)	Nurse (TYPE Y/YES)	First Name	M Initial	Last Name	Degree	Organization	Address 1 (line 1)	Address2 (line 2 if applicable)	City	State/ Province *Required if USA or Canada	Postal Code *Required if USA or Canada	Country	Phone#	Twitter Handle (will display on badge if provided; do not include @)	Group Delegate Email (Confirmations ARE NOT sent to group delegates; unique email addresses are required; if the email provided is not unique the delegate it is attached to will not be registered.)	Is this delegate/attendee a Physician? Enter Yes or No	Additional Items ** Please email the Group or Exhibitor email box if you wish to add sessions or bistros
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