EVENT REGISTRATION
ETIQUETTE

Before determining your response, ask yourself ...

Am I available?
Check your calendar to confirm that you either have free time to attend the event or not. Depending on the event, organizers may not allow late admittance.

Can I be arrive on time and stay for the duration?
When you register for an event, indicate your proactive response should you need to arrive later than the start time or leave earlier. This can be done either within the registration site or with a personalized email to the organizer. With some events, promptness may be required; there is no need to get your feathers ruffled. If this is the case and you cannot meet the expectations of the event organizer, canceling your registration may be best.

Is this event a priority?
Decide whether or not you plan to attend the event. Only register if you sincerely intend to attend. Do not register if you are waiting to see if there is something better that comes up on your calendar.

Handling the RSVP
In an RSVP situation you should reply whether you plan to attend or not. The event organizer is expecting a response from you – a yes or no.

Be sure to respond within a week of receiving the invitation. If you register for an event, and then find that you become ill or have an emergency situation, be sure to contact the event organizer immediately to let them know that you will not be able to make it.

This courtesy gives them an opportunity to offer your slot to someone who is on their waiting list so the organizer does not lose the investment they made in having you attend the event.

POST EVENT

- Send a personalized email to the event organizer within 72 hours
- Engage in any post-event surveys and provide timely feedback
- Respond to people from whom you collected business cards
- Consider signing up for another event to expand your network.

We created a how to guide in a separate "Learn to Network" handout - be sure to view it before your next event!

The Office of Career and Global Engagement exists to cultivate and engage students within the college to become effective leaders, successful graduates, and globally competitive professionals.