

# EVENT REGISTRATION GUIDELINES

Please contact us at [membership@thechicagocouncil.org](mailto:membership@thechicagocouncil.org) or 312-256-8559 for additional assistance.



# Step 1: Invitee Information



[Summary](#) | [Contact Us](#)

## Cosmopolitanism and Global Citizenship

Dr. Martha Nussbaum, Ernst Freund Distinguished Service Professor of Law and Ethics, University of Chicago

Thursday, January 9, 2020  
5:30 PM

Please fill out the information below, then click Next to proceed. The email address that receives Council emails serves as your username. Be sure to use it to get correct pricing based on your membership level.

Enter your personal information here.

### INVITEE INFORMATION

\*First Name:

\*Last Name:

\*Email Address:

I am registering on behalf of this person

[Already Registered?](#)

Cancel

Next ▶

Use the email address you signed up for membership with. This will trigger your membership status.

*Double check that your email is spelled correctly.*

Check this box only if you are registering for someone other than yourself (i.e. you are the person's assistant).



# Step 2: Personal Information



Fill out the information below, then click Next to proceed.

## PERSONAL INFORMATION

First Name: Max  
Last Name: Testly  
Email Address: mtestly@yahoo.ney  
Mobile Phone:   
Company:   
Title:



# Step 3: Guest Information



## Cosmopolitanism and Global Citizenship

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### GUEST INFORMATION

Use this section to enter the names of your guests that are in addition to your registration. Please note, you are allowed two guest registrations.

You have not added any guests.

Add Guest

◀ Previous

Cancel

Next ▶

Add a guest or click next.

# Step 4: Guest Information Cont.



## GUEST INFORMATION

Use this section to enter the names of your guests that are in addition to your registration. Please note, you are allowed two guest registrations.

**\*First Name:**

**\*Last Name:**

**Email Address:**

**Company:**

**Title:**

**Phone:**



# Step 5: Guest Information Cont.



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### GUEST INFORMATION

Use this section to enter the names of your guests that are in addition to your registration. Please note, you are allowed two guest registrations.

Actions	Name	Registration Type
<a href="#">Remove</a>   <a href="#">Edit</a>	Shane Test	Individual Member Guest

Add Another Guest

◀ Previous

Cancel

Next ▶

Add another guest or click next.

# Step 6: Registration Summary



Your registration is almost complete. Please review your registration details below and make sure everything is correct. Click on a registrant's name to view their details. Use the Item Selection link above to navigate to the previous page. Click **Next** to complete your registration.

## REGISTRATION SUMMARY

Max Testly  
▶ [Shane Test](#)

Cancel

Next ▶

**MAX TESTLY** ([Edit](#))

Email Address:  
mtestly@yahoo.ney

Mobile Phone:  
555-555-5555

Company:

Title:

**REGISTRATION DETAILS** ([Edit](#))

**Registration for**

Cosmopolitanism and Global Citizenship (Individual Member)

Cancel

Next ▶



# Step 7: Submit Payment



This page displays your registration selections. Please click Finish to complete your registration.

If a payment is required, enter the information below. All payment fields and options are required to complete your registration.

## SUBMIT PAYMENT

### ORDERS

Max Testly

*Registration for*

Name	Price	Total
Cosmopolitanism and Global Citizenship (Individual Member)	\$10.00	\$10.00
Order Subtotal:		\$10.00

Shane Test (Guest)

*Registration for*

Name	Price	Total
Cosmopolitanism and Global Citizenship (Individual Member)	\$10.00	\$10.00
Order Subtotal:		\$10.00
<b>Total:</b>		<b>\$20.00</b>

### PROMO CODE

 Promo Code:   If applicable



# Step 8: Payment Method



## PAYMENT METHOD

For payments made from U.S. the state and zipcode fields are mandatory

- Credit Card - Enter your information in the section below.

### Payment Information



Credit Card Payment: \$20.00

\*Name on Card:

\*Type:

\*Credit Card Number:

\*Expiration Date: Month  Year

\*Country:

\*Address:

\*City:

\*State/Province:

\*ZIP/Postal Code:



# Additional Help

## Membership Recognition

- Membership is recognized by the email address you used to sign up.
- If you have recently joined as a member, please allow a few hours for your membership to be recognized.

## Secondary Members

- If your membership level includes a secondary member, you may register this person as a guest and their membership will still be recognized.
- You and your secondary member may register separately, and for most of our programs you both may add two guests – with some exceptions.

## Modifying Registration

- After you have registered for an event, you may go back in to modify it in order to add a guest or cancel. To modify your registration, return to the respective event page and click "register today." Then click the button that says, "already registered?" Enter your confirmation number (found in your confirmation email) and you may begin updating your registration.

If you experience further issues, please email [membership@thechicagocouncil.org](mailto:membership@thechicagocouncil.org) or call 312-256-8559 for assistance.