

# **GDPR Compliance for Event Registration: A Guide for Cvent Implementation**

By: IEEE Meetings, Conferences & Events | 23 January 2020 | v.5

*This document is an excerpt of Appendix A from the full GDPR guide.*

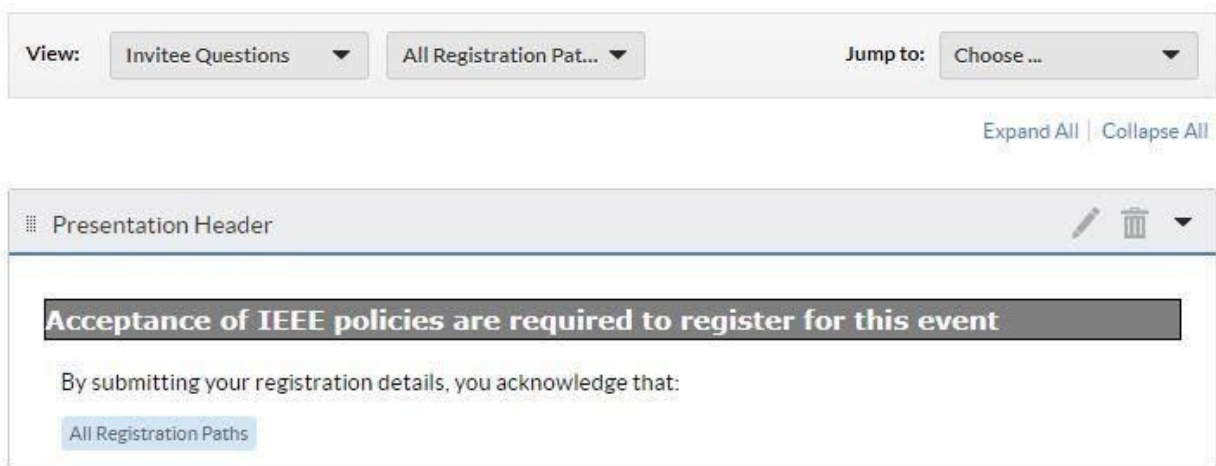
*This document communicates general information only, and serves as a starting point in your understanding of issues relating to GDPR. This document is not legal advice, nor does it convey legal facts or opinions. Do not rely on the content of this document for any particular situation, and always consult IEEE's regulatory expert at [privacy@ieee.org](mailto:privacy@ieee.org) to discuss your specific legal, compliance, and GDPR-related issues.*



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## Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form


1. Locate your event within Cvent
2. Access the Registration Questions of your event
  - a. Select “Website & Registration”
  - b. Select “Registration Questions”
3. On the “General Questions” tab, open “Design Elements Question Tools” box
  - a. Drag over “Header Text” to the top of the page
  - b. Header Text: Acceptance of IEEE policies are required to register for this event
  - c. Description: By submitting your registration details, you acknowledge that:
  - d. Change the “Header Alignment” to “Left”
  - e. Change the “Description Alignment” to “Left”
  - f. Verify that all “Registration Paths” have been selected
  - g. Select “Save”
  - h. Verify that “All Registration Paths” is displayed



The screenshot shows a user interface for editing a registration form. At the top, there are two dropdown menus: 'View:' with 'Invitee Questions' selected, and 'All Registration Pat...' selected. To the right is a 'Jump to:' dropdown with 'Choose ...' selected. Below these are 'Expand All' and 'Collapse All' links. The main content area is titled 'Presentation Header' and contains a text box with the text 'Acceptance of IEEE policies are required to register for this event'. Below this is another text box with the text 'By submitting your registration details, you acknowledge that:'. At the bottom of this section is a blue button labeled 'All Registration Paths'.

4. On the “General Questions” tab, open “Questions” under the “Question Tools” box
  - a. Drag over “Consent Question” below the “Presentation Header” you just created
  - b. In the “Question Code” field, enter “Privacy Policy”
  - c. Change “Required” field to “Yes”
  - d. In the “Consent Text” field, add: “You have read and are in agreement with IEEE’s Privacy Policy.”
  - e. In the “Acceptance Text” field, add: “I accept the IEEE Privacy Policy.”
  - f. Change the “Choice Placement” to “Below the question”
  - g. Verify that all “Registration Paths” are selected
  - h. Change the Reporting field to “IEEE Privacy Policy”

- i. Select “Save”
- j. Select the “down arrow” to the right of “You have read and are in agreement of IEEE’s Privacy Policy”
- k. Select “Add Question Tag”
- l. Choose the “Select” hyperlink to the left of IEEE Privacy Policy
- m. Verify that “All Registration Paths” is displayed

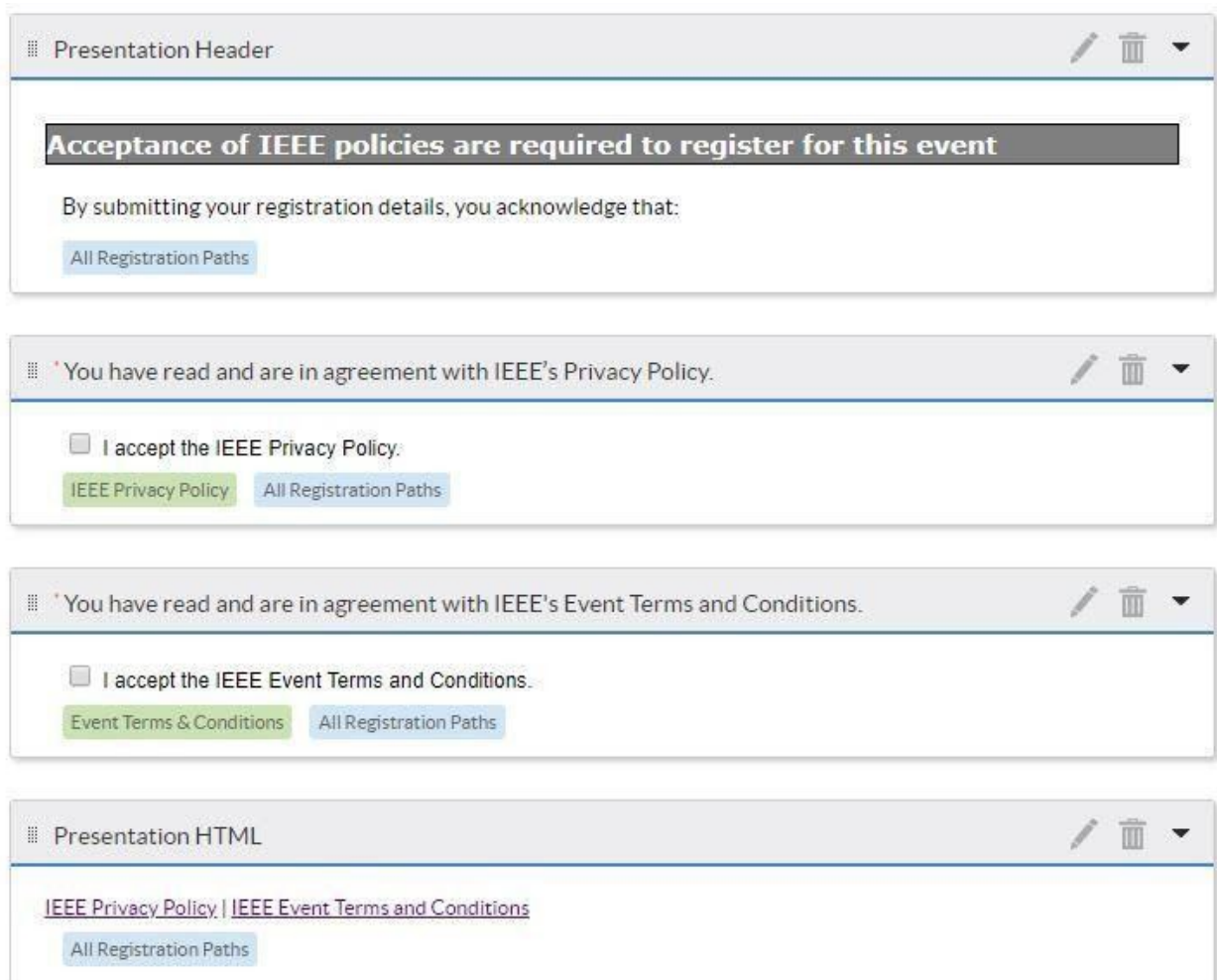


5. On the “General Questions” tab, open “Questions” under the “Question Tools” box
  - a. Drag over “Consent Question” below the “IEEE Privacy Policy” question you just created
  - b. In the “Question Code” field, enter “Event T&C”
  - c. Change “Required” field to “Yes”
  - d. In the “Consent Text” field, add: “You have read and are in agreement with IEEE’s Event Terms and Conditions.”
  - e. In the “Acceptance Text” field, add: “I accept the IEEE Event Terms and Conditions.”
  - f. Change the “Choice Placement” to “Below the question”
  - g. Verify that all “Registration Paths” are selected
  - h. Change the “Reporting” field to “IEEE Event Terms and Conditions”
  - i. Select “Save”
  - j. Select the down arrow to the right of “You have read and are in agreement with IEEE’s Event Terms and Conditions”
  - k. Select “Add Question Tag”
  - l. Select the “Select” hyperlink to the left of “Event Terms & Conditions”
  - m. Verify that “All Registration Paths” is displayed



6. On the “General Questions” tab open “Design Elements Question Tools” box
  - a. Drag over the “Custom HTML” element below the “Event Terms and Conditions” question you just created
  - b. In the Custom HTML section, add the following text:
 

```
<p><a href="https://www.ieee.org/security-privacy.html" target="_blank">IEEE Privacy Policy</a>&nbsp;&nbsp;&nbsp;<a href="https://www.ieee.org/conferences/event-terms-and-conditions.html" target="_blank">IEEE Event Terms and Conditions</a></p>
```
  - c. Verify that all “Registration Paths” are selected
  - d. Select “Save”
  - e. Verify that “All Registration Paths” is displayed



The screenshot displays four content blocks in a design tool interface, each with a title bar, a main content area, and a footer with a button labeled "All Registration Paths".

- Presentation Header:** The main content area contains a dark grey box with the text "Acceptance of IEEE policies are required to register for this event" and the text "By submitting your registration details, you acknowledge that:" below it.
- You have read and are in agreement with IEEE's Privacy Policy.:** The main content area contains a checkbox labeled "I accept the IEEE Privacy Policy." and a link labeled "IEEE Privacy Policy" highlighted in green.
- You have read and are in agreement with IEEE's Event Terms and Conditions.:** The main content area contains a checkbox labeled "I accept the IEEE Event Terms and Conditions." and a link labeled "Event Terms & Conditions" highlighted in green.
- Presentation HTML:** The main content area contains a link labeled "IEEE Privacy Policy | IEEE Event Terms and Conditions" highlighted in green.

7. On the "General Questions" tab open "Design Elements Question Tools" box
  - a. Drag over the "Page Break" element below the IEEE Privacy Policy question (if you are unable to see the Page Break element, you must update your registration pages for each registration path. Go to Website & Registration -> Registration Pages -> Registration Information -> Change Display the registration questions to "On their own page after the Registrant Information page")

☰ Presentation Header ✎ 🗑️ ▼

**Acceptance of IEEE policies are required to register for this event**

By submitting your registration details, you acknowledge that:

[All Registration Paths](#)

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☰ ' You have read and are in agreement with IEEE's Privacy Policy. ✎ 🗑️ ▼

I accept the IEEE Privacy Policy.

[IEEE Privacy Policy](#) [All Registration Paths](#)

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☰ ' You have read and are in agreement with IEEE's Event Terms and Conditions. ✎ 🗑️ ▼

I accept the IEEE Event Terms and Conditions.

[Event Terms & Conditions](#) [All Registration Paths](#)

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☰ Presentation HTML ✎ 🗑️ ▼

[IEEE Privacy Policy](#) | [IEEE Event Terms and Conditions](#)

[All Registration Paths](#)

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☰ ..... Page Break ..... 🗑️

8. Preview your site and start a registration

9. The flow of registration should follow:

**Registrant Information**

Please enter your name below as you would like it to appear on your name badge.  
Please be advised, an email address can only be used one time per conference event as it saves to the conference address book. Please enter the attendee's primary contact email address below.

<b>*First/Given Name:</b>	<input style="width: 90%;" type="text"/>
<b>*Last/Family/Surname:</b>	<input style="width: 90%;" type="text"/>
<b>*Email Address:</b>	<input style="width: 90%;" type="text"/>
<b>*Membership Status:</b>	<input style="width: 90%;" type="text"/>

[Already Registered?](#)

Cancel Next ▶



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

### Personal Information

First/Given Name:	Lynn
Last/Family/Surname:	Kijowski
*Organization:	<input type="text"/>
Title:	<input type="text"/>
Email Address:	l.kijowski@ieee.org
CC Email Address:	<input type="text"/>

### Contact Information

**Primary Address:**

*Country/Region:	<input type="text"/>
*Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
*City:	<input type="text"/>
State/Province*:	<input type="text"/>
*ZIP/Postal Code:	<input type="text"/>
*Primary Phone #:	<input type="text"/>
Mobile Phone #:	<input type="text"/>

### Additional Information

*Do you require a Visa letter to participate?:	<input type="radio"/> Yes <input checked="" type="radio"/> No <small>Letters issued after payment is received in full.</small>
Emergency Contact:	<input type="text"/>
Emergency Contact #:	<input type="text"/>

## Registration Questions

### Acceptance of IEEE policies are required to register for this event

By submitting your registration details, you acknowledge that:

**\*You have read and are in agreement with IEEE's Privacy Policy.**

I accept the IEEE Privacy Policy.

**\*You have read and are in agreement with IEEE's Event Terms and Conditions.**

I accept the IEEE Event Terms and Conditions.

[IEEE Privacy Policy](#) | [IEEE Event Terms and Conditions](#)

◀ Previous

Cancel

Save

Save and Next ▶

10. Verify that the "IEEE Privacy Policy" link opens to the page below in a new tab within the current browser. It should link to: <https://www.ieee.org/security-privacy.html>

## IEEE Privacy Policy

At IEEE, we respect your privacy. We want to ensure that you get the information, content, and experiences that matter most to you. IEEE is committed to protecting the privacy of its members, customers, volunteers, and other contacts.

### On this page:

- > [Scope](#)
- > [Information collected](#)
- > [Technical and regulatory information](#)

### Business Policies & Information

- > [Pricing Policy](#)
- > [Browser Policy](#)
- > [Export Restrictions](#)
- > [Payment & Order Methods](#)
- > [Returns Policy](#)
- > [Shipping Information](#)
- > [Tax Information](#)
- > [Terms & Conditions](#)
- > [Nondiscrimination Policy](#)
- > [Privacy Policy](#)
- > [Corporate Integrity](#)

## Scope

This privacy policy applies to all personal data processed by full-time and part-time employees, volunteers when acting on behalf of IEEE, contractors and partners doing business on behalf of IEEE, as well as all legal entities, all operating locations in all countries, and all business processes conducted by IEEE.

## Information collected

### What information do we collect?

IEEE collects the following personal data in line with the use purposes explained in a subsequent section:

- Your name and contact details
- Date of birth
- Online profile data/usage
- Emergency contact information
- Social media profile information
- Copies of identification documents
- Education and professional information
- Communication information including IEEE Online Support and Contact Center communications
- Purchasing and payment information
- Registration and participation in IEEE events and activities
- Subscription preferences

11. Verify that the “Event Terms and Conditions” link opens to the page below in a new tab within the current browser. It should link to:

<https://www.ieee.org/conferences/event-terms-and-conditions.html>

## IEEE Event Registration - Terms and Conditions

This document sets out the terms and conditions between IEEE and you when you register for any event or conference organized by IEEE. By registering for an event or conference organized by IEEE you are agreeing to comply with these terms and conditions. You should read this document carefully.

### Acceptance of policies and registration conditions

The following IEEE Registration Terms & Conditions (the "Terms & Conditions") apply to all IEEE events. Prior to your registration, you must acknowledge and accept the Terms & Conditions contained herein. Should you not wish to accept the Terms & Conditions you should not register.

### Registration Policy

Submission of a registration is regarded as affirmation of your acceptance of the Event Terms & Conditions.

### How we will use your information

IEEE is committed to data privacy and protecting your personal information. Information on how IEEE collects, processes, and uses your data is included in the [IEEE Privacy Policy](#) which is hereby incorporated into these Terms & Conditions. Additionally, by submitting your email address during the event registration process, you agree that IEEE and its event partners may send you event-related information. A valid email address is required for all registrations.

IEEE uses the personal data you provide in this registration for administering your participation in this event. This may include information about the event's content, event logistics, payment, updates, and additional information related to the event.

IEEE may disclose your personal data to third party service providers engaged by IEEE to assist in the conduct of the event (e.g. housing bureau, mobile application provider). Information you provide when registering for or participating in an event managed or co-sponsored by parties other than or in addition to IEEE may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. Except as described herein, IEEE will not disclose your personal data to any other third party without your consent except where required to do so by law.

### On this page:

- > [Acceptance of policies and registration conditions](#)
- > [Registration Policy](#)
- > [How we will use your information](#)
- > [Service as an invited speaker](#)
- > [Credential/badge scanning during the event](#)
- > [Usage of photographic and video material taken at IEEE events](#)
- > [Recordings of the Proceedings of Standards Development Meetings](#)
- > [Links to other websites](#)
- > [Code of Conduct](#)
- > [Nondiscrimination Policy](#)

[Show more...](#)

## 12. Make sure both questions are mandatory on the registration form

### Adding IEEE's Privacy Policy Link on each page of the website

1. Locate your event within Cvent
2. Hover over "Website & Registration" and select "Compliance (GDPR)"
3. Select "Edit"
4. Change "Display a link to your privacy policy" to "Yes"
5. In the "Privacy Policy URL" field, enter the IEEE Privacy Policy link:

<https://www.ieee.org/security-privacy.html>

- In the Link Text field, enter “IEEE Privacy Policy”




- Select “Save”
- Preview your website



### Adding Cvent’s Cookie Notification on each page of the website

- Locate your event within Cvent
- Hover over “Website & Registration” and select “Compliance (GDPR)”
- Select “Edit”
- Change “Notify visitors that the event website uses cookies” to “Yes”
- Change “Display a link to Cvent’s Privacy Policy” to “Yes”



- Select “Save”



7. Preview your website

**Cookie Usage**

This website uses cookies. To learn more about the cookies it uses, please see the [Cvent Privacy Policy](#).

[Close and Continue](#)

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**IEEE WCNC** IEEE Wireless Communications and Networking Conference  
15-18 April 2018 // Barcelona, Spain  
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**IEEE ComSoc** IEEE Communications Society

