GDPR Compliance for Event Registration:

A Guide for Google Forms Implementation

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

This document is an excerpt of Appendix C 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 to discuss your specific legal, compliance, and GDPR-related issues.
Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form
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1. Locate your form within Google Forms

2. On the bottom of the first section, add a few spaces and enter the following text: “This form collects your personal information so that we can manage your preferences for attendance at the meeting. Please refer to IEEE’s Privacy Policy and IEEE’s Event Terms and Conditions for full details on how we protect and manage your data.”

3. Add a “New Session” from the right navigation

4. In the description section, add: "Acceptance of IEEE policies are required to register for this event. By submitting your registration details, you acknowledge that:"

5. Add “New Question” from the right side navigation
   a. Change the right hand drop-down to “Checkboxes”
b. In the “Question” field, enter: “You have read and are in agreement with IEEE’s Privacy Policy. ([https://www.ieee.org/security-privacy.html](https://www.ieee.org/security-privacy.html))”

c. In the “Option 1” field, enter: “I accept the IEEE Privacy Policy”

d. Mark the question as “required”

6. Add “New Question” from the right side navigation
   a. Change the right hand drop-down to “Checkboxes”
   b. In the “Question” field, enter: “You have read and are in agreement with IEEE’s Event Terms and Conditions. ([https://www.ieee.org/conferences/event-terms-and-conditions.html](https://www.ieee.org/conferences/event-terms-and-conditions.html))”
   c. In the “Option 1” field, enter: “I accept the Event Terms and Conditions”
   d. Mark the question as “required”

7. Add a “New Section” from the right navigation

8. Add in any additional questions you would like to ask here

9. Preview your Form and start a registration
IEEE MCE Presents: How to Get the Most Out of Working with IEEE Partners (a Live Virtual Event)

On Wednesday, 20 June at 11:00am EDT (GMT-4), join us and learn conference organizer best practices for interacting with Convention & Visitors Bureaus (CVBs), hotels, and other vendors. Understand how a conference profile can benefit both your conference and Organizational Unit. This panel discussion with IEEE Meetings, Conferences & Events and Business Events Canada (BEC) will give tips and tricks for how you can get ahead of the game with some simple preparation.

Our format for this session will not be the typical webinar-style presentation you might be used to. Instead, our guest speakers will take advantage of the Google Hangout platform. A Google Hangout is a video call that is streamed live on YouTube. The conversation will be less formal than other presentations. Our goal is to create an engaging dialogue without using slide decks or PowerPoint, in a fun and educational way.

 Speakers:
- Beth Surmont, CAE, CMP | Senior Manager, Strategic Programs, IEEE MCE
- Kyla Knudson, Director of Sales & Marketing | Business Events Canada
- Virginie De Visscher, Director of Business Development, Economic Sectors | Business Events Canada
- Sabrina Pergass, Manager, Meeting and Convention Sales - US | Tourisme Montréal
- Marc-André Gemme, Manager, Business Development, International Market | Palais des congrès de Montréal

This session will be recorded and made available for later playback in the Center for Leadership Excellence (CLE).

Click the NEXT button below to register!

This form collects your personal information so that we can manage your preferences for attendance at the meeting. Please refer to IEEE's Privacy Policy and Event Terms and Conditions for full details on how we protect and manage your data.

10. Select the “Next” button
11. 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
12. 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
13. Make sure both questions are mandatory on the registration form.