

How to Make Your Event Registration Process GDPR Compliant: A Guide for IEEE Event Organizers

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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.

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Introduction

Without a doubt, IEEE events involve the transfer of attendee personal information, from event registration to onsite lead capture, to follow-up.

Receiving and documenting an attendee's consent to store and use their personal information is at the center of the General Data Protection Regulation (GDPR). Consent must be an active and traceable action of the individual rather than passive acceptance through pre-ticked boxes or opt-outs.

When asking people to fill out registration details, you will need to make sure that you are GDPR-ready.

The Impact of GDPR on Events

If you are an event organizer, chances are you may have at least one attendee who is an EU citizen, even if your event occurs in the U.S. or another non-European location.

GDPR means you will have to go to greater lengths to gain consent to hold, use and share people's data. The law stipulates that you must clearly explain how you will use people's data, and that they must provide "active" consent to that.

And it's not just about attendee data – the personal information of any individual must now be stored in an encrypted format. This includes everything including but not limited to: contact information, gender, disabilities, and dietary preferences. Essentially, you are responsible for protecting the privacy of every individual at your event.

For any activity in which you collect personally identifiable information via a data collection process (registration form), you will be required to implement an appropriate consent acknowledgement process to do so.

Some examples of the types of events that capture attendee information include, but are not limited to:

- Meetings
- Conferences
- Webinars
- Virtual events
- Tradeshows
- Receptions
- Awards Ceremonies
- Retreats

- Seminars

What does “Consent” mean under GDPR?

One of the fundamental changes introduced by GDPR is the need for organizations to obtain consent from individuals prior to processing personal data in certain situations. Elements of consent include:

- **Opt-in:** Consent must be opt-in; implied consent or opt-out is no longer viable.
- **Unambiguous:** Consent to use personal data must be “freely given, specific, informed, and unambiguous”.
- **Clarity:** Consent must be made in an intelligible and easily accessible form where legalese terms and conditions are not acceptable.
- **Sharing:** If personal data will be shared with third parties, it must be disclosed to the individual in order to gain effective consent.
- **Withdrawn:** Consent must be as easy to withdraw as it is to give.

How does all this relate to your registration environment? When events collect personally identifiable information, we have to ensure we capture consent from our attendees. As organizers, you cannot provide pre-checked boxes indicating attendees consent. Consent cannot be hidden in terms and conditions and it cannot be set as a default response.

What Do I Need to Do?

When asking people to fill out registration details, you will need to make sure that you are GDPR-ready.

To help, IEEE has revised the IEEE Privacy Policy and created a newly released IEEE Event Terms and Conditions for implementation across all IEEE events to help meet GDPR compliance through a proactive consent capture process:

- IEEE Privacy Policy: <https://www.ieee.org/security-privacy.html>
- IEEE Event Terms and Conditions: <https://www.ieee.org/conferences/event-terms-and-conditions.html>

IEEE Privacy Policy - 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.

IEEE Event Terms and Conditions - The Event Terms and Conditions set out the terms and conditions between IEEE and the individual when registering for any event organized by IEEE. They are in addition to the IEEE Privacy Policy and cover areas such as disclosure of their personal information to event vendors supporting the event (i.e. registration, housing, and mobile application providers) photography and videography statements, as well as badge scanning during an event to name just a few.

These policies are required for all IEEE financially-sponsored events and are in addition to your general event policies (e.g. refund/cancellation/substitution policies, administrative fees, etc.).

Registration Form Set-up

All events are required to incorporate proactive consent to both the IEEE Privacy and IEEE Event Terms and Conditions as part of the event registration process to capture and affirm active consent. Acceptance is mandatory as a condition of registration for any IEEE event. For audit purposes, they must remain as two separate questions and cannot be combined.

Regardless of the registration provider, you are required to implement the following on the registration form:

- 1) **Information Introduction.** Acceptance of IEEE policies are required to register for this event. By submitting your registration details, you acknowledge that:
- 2) **IEEE Privacy Policy consent question.** This question is mandatory with only one response option:
You have read and are in agreement with IEEE's Privacy Policy.
 I accept the IEEE Privacy Policy.
- 3) **Event Terms and Conditions consent question.** This question is mandatory with only one response option:
You have read and are in agreement with IEEE's Event Terms and Conditions.
 I accept the IEEE Event Terms and Conditions.
- 4) Hyperlink both the IEEE Privacy Policy and the IEEE Event Terms and Conditions

Below is an example of how these requirements should appear on your registration form:

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](#)

Note: To ensure the attendee has full attention on the questions, present them on a separate page before the registrant provides any personally identifiable information.

Registration Form Questions: Required and Optional

You may be thinking, *'May I still include more generalized questions to gather further information about my event attendees for our needs?'* and the answer is *'Of course!'* Customized questions are a great way to find out more information about your event participants and we encourage you to collect further important points of information that would be helpful to your needs.

We recommend you organize your registration form into multiple pages of questions for ease of the attendee. As a best practice, incorporate each grouping of questions below into your form on their own page.

1. Required: Consent Questions (GDPR compliance)
 - a. You have read and are in agreement with IEEE's Privacy Policy.
 - b. You have read and are in agreement with IEEE's Event Terms and Conditions
2. Required: Standard Questions (Logistic-specific needs)
 - a. Dietary restrictions
 - b. Disability requirements
3. Optional: Event Specific Questions (Event Survey questions)
 - a. How did you hear about this event?

- b. What is your main reason for registering?
- c. Is this your first time attending this event?

Reporting Access

After building your registration environment, you will likely want to grant reporting access to your organizing committee. Only grant report access to those engaged in the event planning activities on a **'need-to-know'** basis. As a member of the organizing committee, you have the opportunity to obtain, access, and process personal data of individuals who interact with IEEE. To maintain GDPR compliance:

- Only use attendee information for its intended purpose (i.e. planning your event)
- Grant reporting access only to authorized users of the information
- Promptly dispose of all attendee data post-event (i.e. shred remaining name badges and printed reports)

Onsite Registration Process

The event has finally arrived and you are ready to open onsite registration. There are a couple of things to keep in mind as you staff the registration area for an event:

- Verify all event personnel (i.e. student volunteers handing out name badges) who may have access to attendee personal data understand GDPR and the implications of mishandled data
- Never hand out badge credentials to anyone other than the registered attendee
- Always lock laptops and never leave them unattended
- Shred any uncollected name badges after the registration system has been reconciled

Post-Event Compliance

IEEE's Centralized Consent Management System (CMS)

One of the requirements of GDPR as it relates to consent is record keeping. As part of the event closing process, you will now be required to submit your final attendance list along with the individual consent capture question responses to IEEE's centralized Consent Management System (CMS) for storing of this information.

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This is required for the fulfilment of IEEE’s obligation to demonstrate compliance with the requirements of the regulation, and allow for and contribute to audits as mandated. To submit your file ready list, follow the instructions below:

1. Export the following information to a MS Excel document:
 - a. Registrant's email (lowercase only)
 - b. Registrant's first name
 - c. Registrant's last name
 - d. IEEE Member ID or Customer number
 - e. Date and time of registration
 - f. Acceptance of IEEE Privacy Policy statement
 - g. Acceptance of IEEE Event Terms and Conditions
2. The spreadsheet layout should appear as below and must include the column headings.

Email	firstName	lastName	Member ID or Customer Number	Date/Time of Registration	Acceptance of IEEE Privacy Policy	Acceptance of IEEE Event Terms and Conditions
-------	-----------	----------	------------------------------	---------------------------	-----------------------------------	---

3. The column contents should be defined as noted below:

Column name	Type	Description
email	String	The registrants email - <u>lower case only</u>
firstName	String	The registrants first name
lastName	String	The registrants last name
Member ID or Customer Number	String	MemberID or Customer Number (Optional – if there is no number, the cell should be 2 double-quotes without a space "")
Date/Time of Registration	String	Required format: YYYY-MM-DDTHH24:MI:SS YYYY - 4 digit Year MM - 2 Digit month DD - 2 digit day HH24 - hours as in 24 hrs MI-Minutes SS-Seconds

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Acceptance of IEEE Privacy Policy	String	ieee_privacy_policy
Acceptance of IEEE Event Terms and Conditions	String	ieee_event_tos

4. Submit your list to IEEE for upload into the centralized consent management system for appropriate record keeping to meet regulation guidelines.
<https://app.smartsheet.com/b/form/a4d56bebbba0244efa19c5b428fa41d9b>

The Excel file should be submitted to IEEE within 30 days of the completion of your event.

Conclusion

As this guide illustrates, GDPR compliance is not a simple matter. How events are collecting and storing data, who has access, and how the data is used must be a priority in the event planning and management process. You need to find out what your event technology providers and third-party agencies are doing to ensure GDPR compliance as well.

If you are not sure where to start or need more clarification on the steps to setting up your registration environment, we are here to help. Please reach out to gdpr-mce@ieee.org.

Appendix

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) is a regulation by European Union (EU) authorities to strengthen and unify data protection for EU citizens and individuals within the European Union (EU). The primary aim of GDPR is to give EU citizens and residents control over their personal data. GDPR went into effect 25 May 2018.

What do I need to know about GDPR?

GDPR protects the personal data of individuals. Examples may include name, email address, IP address, and photo. IEEE is an international organization that, in some cases, collects, stores, and processes personal data of EU citizens. As a result, IEEE may be subject to GDPR. Some of the core tenets of GDPR are:

- **Consent:** Use of personal data requires consent from individuals prior to processing.
- **Right to Access/Data Portability:** If requested, IEEE's Data Protection Officer (DPO) must provide individuals who request a copy of their personal data in a commonly used and machine-readable electronic format.
- **Right to be Forgotten:** Individuals may require IEEE to erase their personal information from databases, unless there are legal requirements where IEEE must retain this information or other exceptions exist.
- **Breach Notification:** Data breaches must be reported to regulatory authorities within 72 hours of first becoming aware of the breach.
- **Privacy and Data Considerations:** Systems must be designed with privacy in mind from the outset.

As a standard practice, organizations should only collect and process the data necessary for the completion of their duties and limit access to only those needing this information.

Any organization that collects and processes data on European citizens falls under the regulation. So, if you are hosting events in Europe or your attendees are European citizens or residents (regardless of where your event is taking place), then this regulation applies to you. If you are using some type of event management system (i.e. registration software, mobile applications, etc.), then GDPR will apply to your technology providers as well.

Data Processor vs. Data Controller

The Data Processor: Any vendor within your software ecosystem. While both parties must align on compliance, the burden of compliance rests with the controller. The data controller is responsible for building procedures with their data processor to ensure compliance.

The Data Controller: This is you! The data controller is the one that needs to ensure its GDPR compliance by defining its requirement to the data processor. As the event organizer, you own the data and the responsibility of your customers/attendee data, regardless of the technology used to manage it (event software, vendors hired to manage the event, organizers, etc.)

Data Breach

In the event you suspect a data breach or mishandling of personally identifiable information, you must report the incident to IEEE immediately at privacy@ieee.org.

Examples of to consider:

- Laptop theft or loss
- Lost or stolen USB drive that contains Personally Identifiable Information (PII)
- Suspected IT system hacking
- Sending files containing PII to the wrong recipient

IEEE will investigate the matter and promptly notify the appropriate authorities.

A Guide for Cvent Implementation

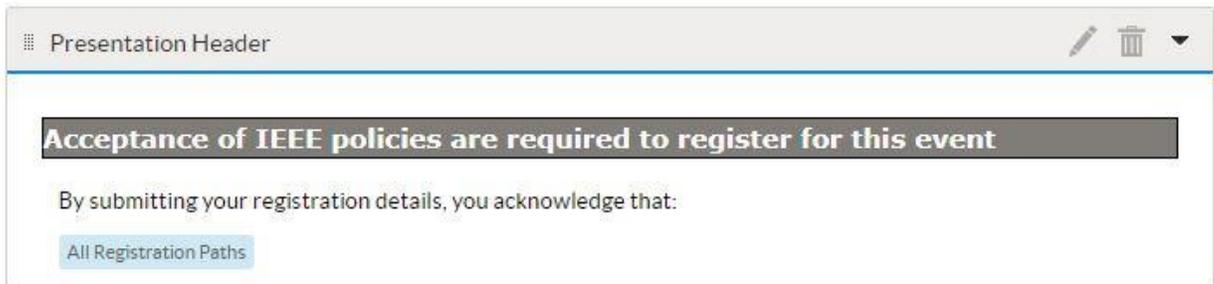
Adding IEEE Privacy Policy and IEEE Event Terms and Conditions to the Registration Form

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 Cvent registration form editor interface. At the top, there are two dropdown menus: 'View: Invitee Questions' and 'All Registration Pat...'. To the right is a 'Jump to: Choose ...' dropdown. Below these are links for 'Expand All' and 'Collapse All'. The main content area is titled 'Presentation Header' and contains a dark grey box with the text 'Acceptance of IEEE policies are required to register for this event'. Below this box is the text 'By submitting your registration details, you acknowledge that:' followed by a light 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. Select the “Select” hyperlink to the left of IEEE Privacy Policy
- m. Verify that “All Registration Paths” is displayed



Presentation Header

Acceptance of IEEE policies are required to register for this event

By submitting your registration details, you acknowledge that:

All Registration Paths



You have read and are in agreement with IEEE’s Privacy Policy.

I accept the IEEE Privacy Policy.

IEEE Privacy Policy All Registration Paths

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 of 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

The image displays three screenshots of the IEEE event registration interface, each showing a different question configuration. Each screenshot has a header bar with a list icon, the question title, and edit/delete icons.

- Top Screenshot:** The question title is "Presentation Header". The main content area contains a bolded heading "Acceptance of IEEE policies are required to register for this event" followed by the text "By submitting your registration details, you acknowledge that:" and a single tag "All Registration Paths".
- Middle Screenshot:** The question title is "You have read and are in agreement with IEEE's Privacy Policy.". The main content area contains a checkbox "I accept the IEEE Privacy Policy." followed by two tags: "IEEE Privacy Policy" and "All Registration Paths".
- Bottom Screenshot:** The question title is "You have read and are in agreement with IEEE's Event Terms and Conditions.". The main content area contains a checkbox "I accept the IEEE Event Terms and Conditions." followed by two tags: "Event Terms & Conditions" and "All Registration Paths".

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
```


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Display the registration questions to “On their own page after the Registrant Information page”)

The screenshot displays a series of content blocks in a registration page editor. Each block has a header bar with a list icon, a title, and edit/delete icons. The first block, titled "Presentation Header", contains a bolded heading "Acceptance of IEEE policies are required to register for this event" and the text "By submitting your registration details, you acknowledge that:" followed by a button labeled "All Registration Paths". The second block, titled "' You have read and are in agreement with IEEE's Privacy Policy.", contains a checkbox "I accept the IEEE Privacy Policy." and buttons for "IEEE Privacy Policy" and "All Registration Paths". The third block, titled "' You have read and are in agreement with IEEE's Event Terms and Conditions.", contains a checkbox "I accept the IEEE Event Terms and Conditions." and buttons for "Event Terms & Conditions" and "All Registration Paths". The fourth block, titled "Presentation HTML", contains the text "[IEEE Privacy Policy](#) | [IEEE Event Terms and Conditions](#)" and a button for "All Registration Paths". The final block is a "Page Break" indicated by a dotted line and a trash icon.

8. Preview your site and start a registration

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9. 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.

*First/Given Name:	<input type="text"/>
*Last/Family/Surname:	<input type="text"/>
*Email Address:	<input type="text"/>
*Membership Status:	<input type="text"/>

[Already Registered?](#)

Cancel

Next ▶

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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:	I.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
	Letters issued after payment is received in full.
Emergency Contact:	<input type="text"/>
Emergency Contact #:	<input type="text"/>

Cancel

Save

Save and Next ►

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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 punches out to the below page on a new tab within the current browser. Should link to <https://www.ieee.org/security-privacy.html>?

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Home

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](#)

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

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](#)

11. Verify that the “Event Terms and Conditions” link punches out to the below page on a new tab within the current browser. Should link to <https://www.ieee.org/conferences/event-terms-and-conditions.html>.

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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>
6. In the Link Text field, enter "IEEE Privacy Policy"

The screenshot shows a settings panel titled "Compliance (GDPR)" with a "Save" button and "Cancel" and "Spelling" options. The panel is for "Privacy Policy" and contains the following fields:

- "Display a link to your privacy policy:" with radio buttons for "Yes" (selected) and "No".
- "Privacy Policy URL:" with a text input field containing "https://www.ieee.org/security-privacy.html".
- "Link Text:" with a text input field containing "IEEE Privacy Policy".

7. Select "Save"
8. Preview your website

[IEEE Privacy Policy](#)

cvent

Cvent Online Event Registration Software | Copyright © 2000-2018 Cvent, Inc. All rights reserved.
Event Management Software | Survey Software | Event Venues | Privacy Policy
End User License Agreement

Adding Cvent's Cookie Notification 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 "Notify visitors that the event website uses cookies" to Yes
5. Change "Display a link to Cvent's Privacy Policy" to Yes

The screenshot shows a settings panel titled "Cookie Notification" with the following fields:

- "Notify visitors that the event website uses cookies:" with radio buttons for "Yes" (selected) and "No".
- "Display a link to Cvent's Privacy Policy:" with radio buttons for "Yes" (selected) and "No".

6. Select "Save"

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7. Preview your website

Cookie Usage

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

[Cvent Privacy Policy](#)

Close and Continue



A Guide for RegOnline Implementation

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

1. Locate your event within RegOnline
2. Under Design & Build navigation, select “Registration”
3. Switch the view from Design to Build
4. Access the “Start” page of your registration form
5. In the Event Description, add the following text: 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 the [IEEE Privacy Policy](https://www.ieee.org/security-privacy.html) and the [IEEE Event Terms and Conditions](https://www.ieee.org/conferences/event-terms-and-conditions.html).

Event Basics [Help](#)

* Event Title

* Event Visibility Public Event
 Private Event [\(What's this?\)](#)

Require access code

Language [English \(United States\)](#)

Event Description IEEE Privacy Policy and the IEEE Event Terms and Conditions."/>

6. Select Save in the top right corner
7. Access the “Profile” page of your registration form
8. Scroll to the Custom Field section and select “Add custom field”
 - a. In the Name on Form field, enter “You have read and are in agreement with [IEEE’s Privacy Policy](https://www.ieee.org/security-privacy.html).”
 - b. Change the Field Type to “Consent”
 - c. Under Visible/Required, make sure it is visible by all registrant types and required
 - d. Select Save

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- e. Select Done
9. Select "Add custom field"
 - a. In the Name on Form 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)."
 - b. Change the Field Type to "Consent"
 - c. Under Visible/Required, make sure it is visible by all registrant types and required
 - d. Select Save
 - e. Select Done

Custom Field [Help](#)

[+ Add custom field](#)

	FIELD	TYPE	LIMIT	REQUIRED	VISIBLE	ADMIN ONLY	ACTIONS
1	You have read and a...	Consent		All	All	No	 
2	Event Terms and Con...	Consent		All	All	No	 

Use drag-and-drop to reorder items in the list above

10. Preview your website and start a registration

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Summary

GDPR Implementations

Wednesday, December 01, 2021 8:00 AM -
Friday, December 03, 2021 5:00 PM (Eastern Time)

Institute of Electrical and Electronics Engineers
732-465-6680
445 Hoes Lane
Piscataway Township, New Jersey 08854
United States

 [Map and Directions](#)

[Register Now](#)

Contact Information

Phone: (732) 465-6680  [Email Us](#)

[IEEE Privacy Policy](#)

11. Select the Register Now button
12. Either Allow or Don't Allow for Cookie to continue the registration process

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GDPR Implementations
Wednesday, December 01, 2021 8:00 AM

Institute of Electrical and Electronics Engineers
445 Hoes Lane
Piscataway Township, New Jersey 08854
United States
732-465-6680
[Event Details](#)

Phone: (732) 465-6680
[Email Us](#)

Description

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

Start Your Registration

Select registrant type *

Email Address *

[View or Change Your Existing Registration](#)
You can also register a group. [Learn More](#)

13. Enter a Registrant Type and Email Address

14. Select Continue

GDPR Implementations [\(View Details\)](#)

Profile

Email *

First Name *

Last Name *

Other Info

You have read and are in agreement with [IEEE's Privacy Policy](#). *

You have read and are in agreement with [IEEE's Event Terms and Conditions](#). *

OR

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15. Verify that the “IEEE Privacy Policy” link punches out to the below page on a new tab within the current browser. Should link to <https://www.ieee.org/security-privacy.html>?



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Home

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

16. Verify that the “Event Terms and Conditions” link punches out to the below page on a new tab within the current browser. Should link to <https://www.ieee.org/conferences/event-terms-and-conditions.html>.

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[Home](#) / [Conferences](#) / IEEE Event Registration - Terms & Conditions

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](#)
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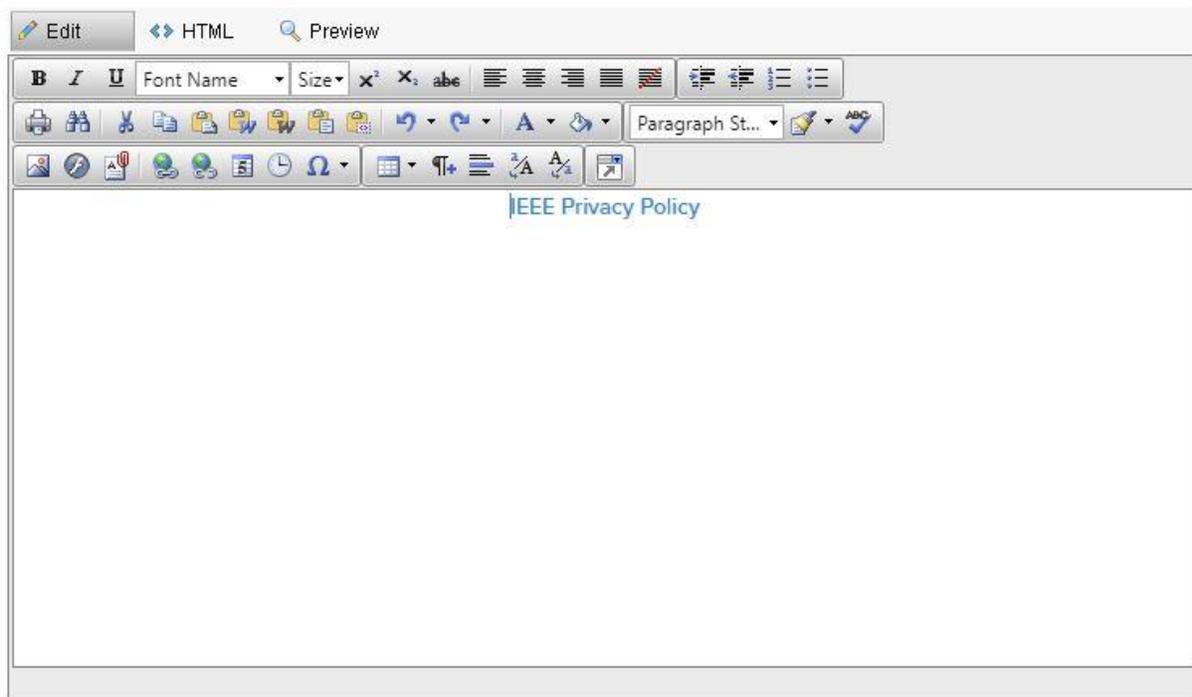
17. Make sure both questions are mandatory on the registration form

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

1. Locate your event within RegOnline
2. Under Design & Build navigation, select "Website"
3. Switch the view from Design to Build
4. Scroll to the bottom of the page to "Website Footer" and select Edit

5. Enter “IEEE Privacy Policy” and hyperlink to: <https://www.ieee.org/security-privacy.html>
 - a. Change the target to “New Window” so the Privacy Policy opens on a new page instead of the current page
6. Center the text
7. Select Save
8. Select Done

Website Footer



The screenshot shows a website editor window titled "Website Footer". The editor has a toolbar with options for "Edit", "HTML", and "Preview". Below the toolbar is a rich text editor with various icons for bold, italic, underline, font color, background color, text color, text alignment, list creation, link insertion, and unlink. The main content area shows the text "IEEE Privacy Policy" which is centered and underlined, indicating it is a hyperlink. The text is blue and underlined. The editor also shows a "Paragraph St..." dropdown menu and a "ABC" icon.

Save

Done

9. Preview your website

Adding RegOnline’s Cookie Notification on each page of the website

1. Locate your event within RegOnline
 2. Under Design & Build navigation, select “Registration”

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3. Switch the view from Design to Build
4. Under the Event Basics section, check off the box to the right of “Enable Cookie Notification”

* Registration Form URL

* Contact Email Address 

Event Category

Enable Cookie Notification Display a cookie notification banner to registrants when they access the event registration for the first time.

5. Select “Save”
6. Preview your website

A Guide for Google Forms Implementation

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

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.”

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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 congress de Montreal

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.

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>)”
 - 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>)”
 - c. In the Option 1 field, enter “I accept the Event Terms and Conditions”
 - d. Mark the question as required

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Section 2 of 3



Acceptance of IEEE policies are required to register for this event. By submitting your registration details, you acknowledge that:

Description (optional)

You have read and are in agreement with IEEE's Privacy Policy.
(<https://www.ieee.org/security-privacy.html>)

*

I accept the IEEE Privacy Policy

You have read and are in agreement with IEEE's Event Terms and Conditions.
(<https://www.ieee.org/conferences/event-terms-and-conditions.html>)

*

I accept the IEEE Event Terms and Conditions

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

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NEXT

Page 1 of 3

10. Select the Next button

IEEE MCE & Business Events Canada: Google Hangout

* Required

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

I accept the IEEE Privacy Policy

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)) *

I accept the IEEE Event Terms and Conditions

BACK

NEXT

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Never submit passwords through Google Forms.

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11. Verify that the “IEEE Privacy Policy” link opens to the below page on a new tab within the current browser. Should link to <https://www.ieee.org/security-privacy.html>?

The screenshot shows the IEEE website's Privacy Policy page. At the top, the IEEE logo is on the left, and the text "The world's largest technical professional organization for the advancement of technology" is in the center. A search bar is on the right. Below the header is a navigation menu with links for "About", "Membership", "Communities", "Conferences", "Standards", "Publications", and "Education", along with a "JOIN IEEE" button. The main content area has a blue header for "IEEE Privacy Policy". Below this, a paragraph states: "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." To the right of this paragraph is a box titled "On this page:" containing three links: "> Scope", "> Information collected", and "> Technical and regulatory information". Below the paragraph is a section titled "Scope" with a grey background, containing the text: "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." Below that is another section titled "Information collected" with a grey background. Underneath is the heading "What information do we collect?" followed by the text "IEEE collects the following personal data in line with the use purposes explained in a subsequent section:" and a list of data points: "- 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", and "- Subscription preferences". On the right side of the page, there is a sidebar titled "Business Policies & Information" with a list of links: "> Pricing Policy", "> Browser Policy", "> Export Restrictions", "> Payment & Order Methods", "> Returns Policy", "> Shipping Information", "> Tax Information", "> Terms & Conditions", "> Nondiscrimination Policy", "> Privacy Policy", and "> Corporate Integrity".

12. Verify that the “Event Terms and Conditions” link punches out to the below page on a new tab within the current browser. Should link to <https://www.ieee.org/conferences/event-terms-and-conditions.html>.

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On this page:

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13. Make sure both questions are mandatory on the registration form