



Registration Partner Program Application for Membership

Requirements for membership

BPA review of registration and verification processes to ensure that data is complete, verified and auditable:

- Database format, sample file to test
- Registration process
- Verification process
- De-duplication
- Database turnaround time
- Data capture
- Payment verification
- Copies of registration forms
- Report package
- Agreement from customer to pass data directly to BPA Worldwide
- Non-Verified audit: return of new verified records
- Frozen audit file storage

Training

Upon acceptance, BPA provides full training on audit preparation and optimizing data for audit

- Database preparation
- Timeline of data required
- Registration form and question format
- Attendee categorization
- "Qualification Criteria"/Definition of market
- Reclassification of "other"

Co-marketing

- Promotion of relationship, ability to assist clients with BPA audits, and availability of BPA audit as value-add service
- Press release announcing inclusion in program
- "Registration Partner" companies listed on BPA Worldwide website and in collateral materials
- Logo Listing in BPA Worldwide online Buyers' Guide
- Use of BPA Worldwide Registration Partner logo on company website and promotion materials
- Customized audit explanation collateral created for use in registration company materials
- Collaboration to introduce auditing and BPA to customers
- Members of the Registration Partner Program become "Classic" Associate Members of BPA Worldwide. (See website for full benefits.) First-year membership is complimentary. Subsequent year memberships may be subject to fees.

Application

To apply, please fill out the contact information sheet and Non-Disclosure Agreement attached and sign below.

Company _____

Address _____

Phone _____ Fax _____ URL _____

Primary contact:

Name _____ Title _____

Phone _____ Fax _____ Email _____

Signature _____ Date _____

Registration Partner Program

Contact Information

Please give the appropriate information for whom to contact throughout the audit process:

Day-to-day contact:

Name: _____

Title: _____

Phone: _____

Email: _____

Technical/database contact:

Name: _____

Title: _____

Phone: _____

Email: _____

BPA Worldwide contact list for Registration Partner Program

BPA Worldwide:

Two Corporate Drive
Ninth Floor
Shelton, CT 06484
Main: 203-447-2900

Auditing Contact:

Sarah Bojarski
Auditor
203-447-2872
sbojarski@bpaww.com

Main Contact:

John Mikstay
Manager, Events Audit
203-447-2881
jmikstay@bpawww.com

Technical/Database:

Brijesh Patel
Manager, Electronic Auditing
203-447-2820
bpatel@bpaww.com

Registration Partner Program

Non-Disclosure Agreement

Agreement dated _____ between _____, of _____ and **BPA Worldwide** of Two Corporate Drive, Ninth Floor, Shelton, CT 06484.

As used in this Agreement, the party disclosing confidential information is referred to as the “Disclosing Party”, and the party receiving such confidential information is referred to as the “Recipient”.

The Recipient shall hold in confidence, and shall not disclose to any person outside its organization any confidential information received from the Disclosing Party. The Recipient shall use such confidential information only for the purposes for which it was disclosed. The Recipient shall disclose confidential information received by it under this Agreement only to persons within its organization, who have a need to know such confidential information in the course of the performances of their duties and who are bound to protect the confidentiality of such confidential information.

This Agreement may not be modified, changed or discharged, in whole or in part, except by an agreement in writing signed by the Disclosing Party and the Recipient.

Executed as a sealed instrument as of the day and year first set forth above.

(Company) **BPA WORLDWIDE**

(Company)

(Signature) _____
(Signature)

Name: _____ Name: _____

Date: _____ Date: _____