

e-Market Request Form Instructions

Electronic form is available, please contact Christal Marshall in the UBO for more information. Marsh4ca@jmu.edu or 540-568-3523

Department Name: Name of the department coordinating the event

Event: Title Name of workshop, conference, etc.

Event Contact Information: Information of the person responsible for coordinating the event. Name, phone number, and email address should be provided.

Financial Contact Information: Information of the person responsible for maintaining the budget. Name, phone number, and email address should be provided.

Event Website: The web address of the event.

Department ID: The department id number where conference fees will be deposited

Account Code: The account number where conference fees will be deposited. This field should be prefilled to 129900.

Approving Authority: Name of the person with signature authority on the department

Annual, one-time or On-going event: This will tell how often you anticipate having the event.

Title of product/session/registration: Event title with different sessions listed separately if needed. This is where you would list out early registration, standard registration, or late registration information as separate lines. The dates for different registration times in the next column, and the cost in the last column. All rates must be included on this form.

Acknowledgement of department responsibility: Acknowledgement that the department requesting the e-market understands their responsibilities in management of the e-market and the event. UBO staff can assist with the Iris registration system functionality and training staff to extract information from Iris.

Acknowledgement of CBA AND BAS submitted and approved: Acknowledgement that the department requesting the e-market has completed their Cost Benefit Analysis and Business Activity Synopsis and it has been approved by Tisha Leeth in Cash and Investments. If this has not been completed or if there has been a pricing change, please contact Tisha before submitting the e-market form for approval.

List demographic information to be collected from customer: Any information the department desires to collect from the customer at time of payment. The University Business Office will attempt to collect as much information as possible, but limitations may exist. List demographic information to be collected from the registrant on another sheet or email them to Christal Marshall (Marsh4ca@jmu.edu). Examples may be name, address, email, phone, and registration options. Please include any text you would like to appear on the e-market registration site and any information you think may be helpful in creating the site. e-Market sites will be created based on the information provided. Information not provided will not be incorporated into the e-Market site. If you do not email, please include it with the form when you send it in.

Additional Staff Member Login: Please provide a list of all staff members who require access to Iris log in to view the transaction/registration information. Allows an additional person access to Iris Registration system. This information can be included with the demographic and supporting information. The Event Contact will automatically be granted access to the Iris system. This additional staff listing is for anyone else who will be assisting with the event and may need access to Iris.

Signature of Department's Approving Authority: The signature of the Departments Approving Authority

Date: Date of signature

For more information, visit the website <https://www.jmu.edu/ubo/university-departments/emarket.shtml>