Exhibitor Registration How-to-Guide

ASHRM 2022 Annual Conference

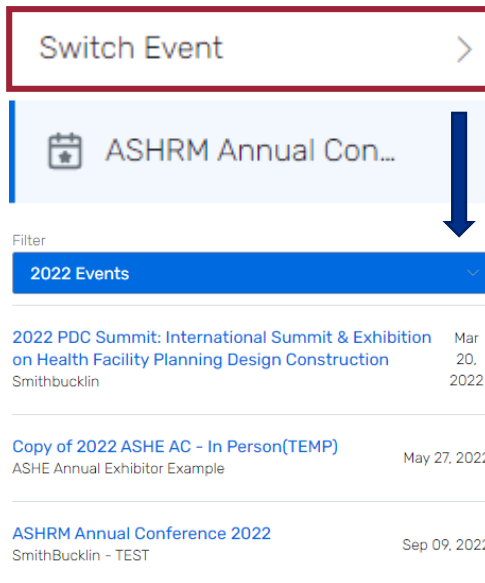# Access Your Exhibitor Portal

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- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the ASHRM 2022 Annual Conference Exhibitor Portal. Within this email, you will find a unique link with access to your company portal page.

- From here, you will be prompted to login or create a new login password.

- If you have previously exhibited in any ASHRM events, please ensure you are logged into the correct event, "ASHRM 2022 Annual Conference". If you are not, select the "Switch Event" tab located on the left side navigation.

- If available, select the ASHRM 2022 Annual Conference event. If not available, click "Join event" and enter the below event code and organization for access.

Event Code: GXNRR2L5LNB

Organization: ASHRM 2022 Annual Conference

Register Your Onsite Staff

- Once logged in to your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.

- To register yourself and/or onsite staff, select "Team" from the left side navigation bar **or** select "Find Booth Staff" on the landing page.

Register Your Onsite Staff

- To begin, select the "Add booth staff" button. Here you will select your process forward by selecting either "Share sign-up link" **or** "Register booth staff".

Complimentary badge allotments and remaining registrations can be found here.

Please do not select **Search attendee list** since you are newly registering your team.

Select Your Registration Type

If you choose to do the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your booth staff can register themselves.

Select Your Registration Type

| Booth Staff | Admins |

Booth Staff

Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

⊕ Add booth staff ⌄

Search attendee list
Share sign-up link
Register booth staff

If you choose to do the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.

Share Self Sign-Up Link ✕

Share this link with your booth staff so they can easily join your team!

Registration Type

Select registration type ⌄

Exhibitor Full Conference Paid - 20 left

Exhibitor Booth Staff Paid - 20 left

Exhibitor Full Conference Complimentary - 10 left

Exhibitor Booth Staff Complimentary - 7 left

As a reminder:
- **Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff Complimentary** = Exhibiting companies complimentary Solution Center only registration allotments
- **Exhibitor Full Conference Paid*** = An additional Full Conference registration you would like to pay for ($799.00)
- **Exhibitor Booth Staff Paid** = An additional Solution Center only registration you would like to pay for ($250.00)

*Full Conference exhibitors can attend sessions and collect CECs

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Admins: if registering on behalf of your booth staff, please remember to use the "CC Email Address" option if you would like to be copied on your staff's confirmation email.

The "CC Email Address" will come in handy if you would like to modify or make hotel reservations for your registrant.

All of this information can be found only within the confirmation email.

Personal Information
Fill out the information below, then click Next to continue.

Prefix

* First Name

* Preferred First Name or Nickname

Middle Initial

* Last Name

CC Email Address

Registration Confirmation

- You will receive a registration confirmation email once done registering.

- This email will give you access to:
  - Modify the registration
  - Official registration confirmation number
  - Link to book housing

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- To modify an existing registration, locate the **"Click here"** link within the registration confirmation email.
- The link will direct you to the **"Already registered?"** landing page. Enter the registrant's confirmation number and click **"Log in".**
- On the Confirmation page, scroll down until you see the **"Modify Registration"** button.
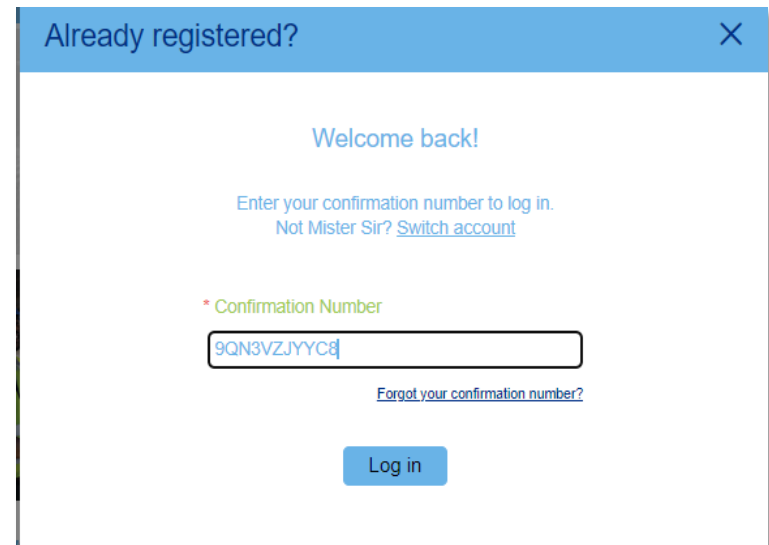- Complete the required fields and select **"Submit"** to process the modification.

Special Note: To substitute team members, you **must first cancel** the previous team member's registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

REGISTRATION POLICIES

Attendee Service Center

Click here to access the attendee service center to update or make edits to your current registration. You will need to log in and edit your registration options for your changes to take effect.

If you wish to update details on your ASHRM user record, such as your name, employer, title, or contact information, please log into ASHRM.org to edit your user record.

Already registered?   ✕

Welcome back!

Enter your confirmation number to log in.
Not Mister Sir? Switch account

* Confirmation Number

9QN3VZJYYC8

Forgot your confirmation number?

Log in

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Substitutions or Cancellations

- ## Substitutions
  - Registrants who are unable to attend may send an alternate. If the alternate is not a member of ASHRM and the original registrant is a member, the nonmember differential must be paid.
  - All substitution requests must be made in writing to **ASHRM@aha.org**.
  - The deadline to submit a substitution is **August 12, 2022** at 4:00 p.m. CT.

- ## Cancellations
  - All cancellation requests must be made in writing to **ASHRM@aha.org**.
  - All refunds will be provided in the original form of payment after the Annual Conference concludes. Registration fees, less a $100 cancellation fee, are refundable if written notice is emailed by the registrant before **August 12, 2022** at 4:00 p.m. CT.

- You may view all of the Registration Terms & Conditions **here**

Updating Your Exhibitor Profile

- Information uploaded directly into the Exhibitor Profile will be used in the mobile app.
- Select "Exhibitor Profile" from the left side navigation bar **or** "Finish Profile" on the landing page to begin.

- When completing your exhibitor profile, please be sure to upload your company's logo. The platform recommends square images larger than 300 x 300 pxs.
  - Please note: if the image does not match the recommendation, this may cause the logo to appear distorted.

- Requested information includes:
  - Company name
  - Description
  - Company phone number
  - Company email address
  - Website
  - Social media handles and more

Helpful Tips & Tricks

- If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or you can go into Incognito mode. Shortcuts below by browser:

    - Chrome: **Press Ctrl + Shift + N**
    - Microsoft Edge: **Press Ctrl-Shift-N**
    - Firefox: **Press Shift + CTRL + P**
    - Safari:
        - For Windows: Press **Ctrl-Shift-N**
        - For macOS: Press ⌘ **-Shift-N**

- For questions regarding exhibitor registration on the portal platform, please contact **ASHRM@aha.org**.

- For questions regarding your exhibit logistics, please contact **ASHRM@smithbucklin.com**.

- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the **Exhibitor Resource Page**.