



AMERICAN
SOCIETY FOR
HEALTH CARE
RISK
MANAGEMENT

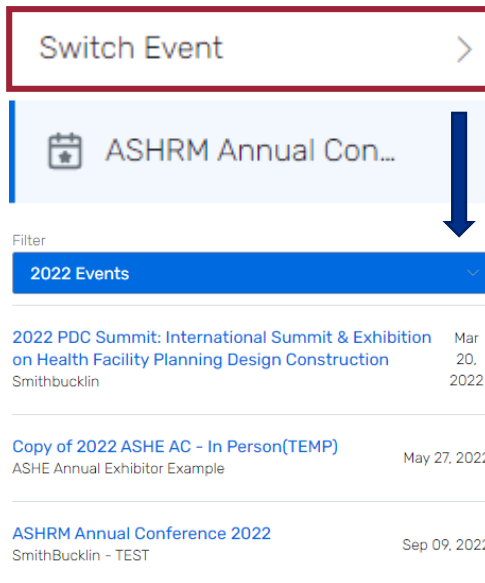


Exhibitor Registration How-to-Guide

ASHRM 2022 Annual Conference

Access Your Exhibitor Portal

- 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.



Switch Event >

ASHRM Annual Con...

Filter

2022 Events

2022 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction Mar 20, 2022
SmithBucklin

Copy of 2022 ASHE AC - In Person(TEMP) May 27, 2022
ASHE Annual Exhibitor Example

ASHRM Annual Conference 2022 Sep 09, 2022
SmithBucklin - TEST

Enter an event code to join a new event

+ Join event



Event Code: GXNRR2L5LNB

Organization: ASHRM 2022 Annual Conference

Add Event ×

Enter the Event Code of the event. The Event Code should be provided by the organizer of the event.

Event Code

Organization

Add event

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.

Exhibitor

Caitlin Schmierer
SmithBucklin - T...

Switch Event >

ASHRM Annual Con...

Tasks

Exhibitor Profile

Team

Licenses

Reports

Lead Collection

FAQs

Log out

Join event

Welcome to ASHRM Annual Conference 2022

Sep 9, 2022 7:00 AM | Oct 31, 2022 6:00 PM | Boston, MA, USA

Exhibitor Tasks
You have 3 tasks to complete
View tasks

Exhibitor Profile
Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information.
Finish profile

Get Licenses
Right now, you have 1 licer can buy more licenses bef event starts.
Buy licenses

Booth Staff
Right now, you have 1 booth staff. Finish creating your booth staff.
Find booth staff

Assign Licenses
You have 1 license available to assign. Assign licenses to get your booth staff ready to go.
Assign licenses

Lead Qualificati Questions
Qualify your leads with que Find out more about attend just a lead score.
View questions

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”.

The screenshot shows the 'Team' management interface. At the top left, there are tabs for 'Booth Staff' and 'Admins'. In the center, there is a 'Booth Staff' section with an icon of two people, a description, and a green 'Add booth staff' button with a dropdown arrow. In the top right corner, there is a 'Registrations Left' table with two columns of data. A blue arrow points from the 'Add booth staff' button to the table.

Registrations Left	
20/20 Exhibitor Full Conference Pai...	20/20 Exhibitor Booth Staff Paid left
10/10 Exhibitor Full Conference Co...	7/7 Exhibitor Booth Staff Complimen...


Complimentary badge allotments and remaining registrations can be found here.

This screenshot shows the 'Add booth staff' dropdown menu open. The menu options are 'Search attendee list', 'Share sign-up link', and 'Register booth staff'. A blue arrow points from the 'Register booth staff' option to the right.

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

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 Lead/Capture 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 **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.

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

Share Self Sign-Up Link

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


Registration Type

Exhibitor Booth Staff Complimentary - 7 left ▾

<https://cvent.me/N9998R?environment=P2®> **Copy link**

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 Lead/Capture 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

Booth Staff

- 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*



Personal Information

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



Dear Caitlin,

Thank you for registering for the ASHRM 2022 Annual Conference. Please save this confirmation email in your files for future reference.

Attendee Name: CaitlinSchwierer

Confirmation Number: GG-G GGGGK (Required to view/modify your online registration)



REGISTRATION SUMMARY

Registration Information:	
Registration Name:	
Caitlin Schwierer	Exhibitor Booth Staff - Complimentary

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](#).

Check Payment Instructions

If you selected to pay by check during registration, please mail your check payable to ASHRM to the following address:

American Hospital Association
75 Remittance Drive, Suite 1385
Chicago, IL 60675-1385

Please include your registration confirmation number, attendee first name and last name with check information.

Registrations will not be validated until your payment is received by ASHRM. If payment is not received by the start of the ASHRM Annual Conference, you will be required to pay by credit card to participate in the program.

Cancellations & Substitutions

[View ASHRM 2022 Policies](#)

EVENT INFORMATION

Event Dates

ASHRM 2022 Pre-Conference: September 9 -10, 2022
ASHRM 2022 Boston: September 11-14, 2022
ASHRM 2022 Virtual: September 28-30, 2022

Event Locations

The ASHRM 2022 Conference will take place at the Hynes Convention Center, located in Boston's Back Bay neighborhood.

Hynes Convention Center
900 Boylston St.
Boston, MA 02115

All Pre-conference Programs will be held at the Sheraton Boston Hotel, located near the convention center.

Sheraton Boston Hotel
39 Dalton St.
Boston, MA 02199

HOTEL/TRAVEL INFORMATION

Hotel Reservations

ASHRM has reserved room blocks for attendees in the hotels surrounding the convention center. Use the following link to book a room at a discounted rate:

[ASHRM 2022 Housing Bureau](#)

Travel Discounts

ASHRM 2022 attendees are eligible for discounts from select airlines and car rental companies. Please review access the document below for instructions:

[Travel Discount Instructions](#)

For membership support or general inquiries, please contact the ASHRM team at ASHRM@aha.org. Questions about ASHRM Pre-Conference or CE credits may be directed to ASHRMEdi@aha.org.

The American Society for Health Care Risk Management of the American Hospital Association
155 North Wacker Drive, Suite 400, Chicago, IL 60606
ASHRM.org

If you no longer want to receive email associated with your ASHRM 2022 registration, please select the following link to [Opt Out](#).

Modify an Existing Registration

- 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.

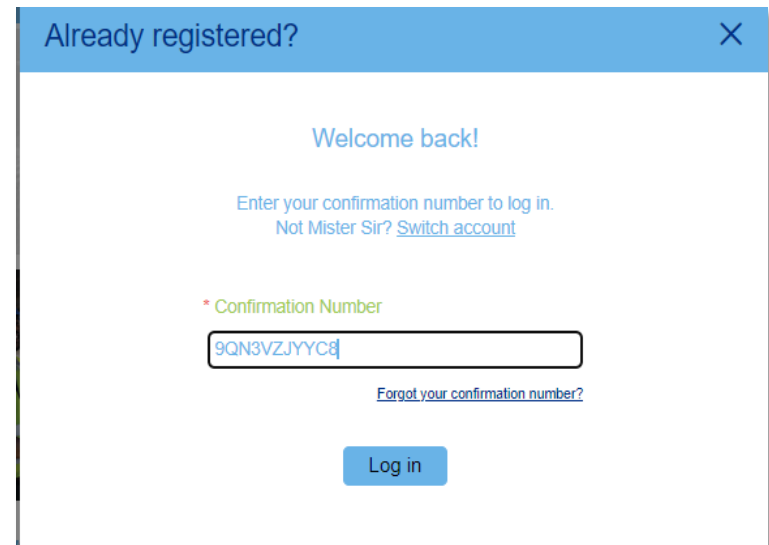
Special Note: To substitute team members, you *must first cancel* the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

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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.

Welcome to ASHRM Annual Conference 2022

Sep 9, 2022 7:00 AM | Oct 31, 2022 6:00 PM | Boston, MA, USA

Exhibitor Profile (highlighted in red)

- Exhibitor Tasks**: You have **3** tasks to complete. [View tasks](#)
- Exhibitor Profile** (highlighted in red): Create an exhibitor profile to share with the event planners. This can include a company logo, description, and contact information. [Finish profile](#)
- Get Licenses**: Right now, you have **1** license. You can buy more licenses before event starts. [Buy licenses](#)
- Booth Staff**: Right now, you have **1** booth staff. Finish creating your booth staff. [Find booth staff](#)
- Assign Licenses**: You have **1** license available to assign. Assign licenses to get your booth staff ready to go. [Assign licenses](#)
- Lead Qualification Questions**: Qualify your leads with questions. Find out more about attending just a lead score. [View questions](#)


Left navigation bar: Ex Exhibitor, Caitlin Schmierer SmithBucklin - T..., Switch Event, ASHRM Annual Con..., Tasks, Exhibitor Profile (highlighted in red), Team, Licenses, Reports, Lead Collection, FAQs, Log out, Join event

Updating Your Exhibitor Profile

- 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

Edit Profile

Company Logo



Upload Company Logo
We recommend square images larger than 300x300 pixels.

Exhibitor Information

Company Name Required

Description 5,000 remaining

Tagline 120 remaining

Event/Booth Location

Tax ID/VAT Number

Virtual Meeting URL

Virtual Host Key

- 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**](mailto:ASHRM@aha.org).
- For questions regarding your exhibit logistics, please contact [**ASHRM@smithbucklin.com**](mailto:ASHRM@smithbucklin.com).
- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the [**Exhibitor Resource Page**](#).