



## NABT Conference Registration Instructions for Exhibitors/Sponsors

Exhibitors and sponsors of the 2017 NABT Professional Conference are invited to register for the NABT conference at <https://nabt.org/Events-2017-Conference-Reg-Exhibitors>

While registrations are included in the standard exhibitor/sponsor fees, any company with total registrants exceeding the allotted amount will be billed at the NABT member rate of \$205/person.

1. Click on the green 'Proceed to Registration' button. At this point, one of two options exist:
  - a. If you are a member, or have used our system previously, enter your email address and password. Please note that if you have not used the system recently, you will need to use *Password1* for your password, which may also prompt you to change your password – if so, be sure to use *Password1* again in the 'old password' field of the change password form.
  - b. If your email is not found in our system, click on "New Visitor Registration" above the login fields and create a profile.
2. Select whether you're registering for yourself or for your group of attendees.
3. Select your registration option (exhibitor and sponsor options are listed at the bottom of the page) (steps 3-6 must be repeated for each member of a group registration)
4. Complete the demographics for the first registrant attending. If you are registering others and not attending yourself, none of your information is required to complete the group registration.
  - a. Please make sure that the company name for all registrants (in the 'badge organization' field) matches the sponsor/exhibitor company that they are representing. This may or may not be the company that employs the individual.
5. Select the sessions that you (or registrant 1) wants to attend – you will not be able to select sessions that occur simultaneously. (A red circle with slash icon will appear if attempting to add a conflicting session.)
6. Scroll to PAGE 2 at the bottom to continue selecting sessions. Do not hit "NEXT" until all desired sessions have been selected.
7. Select number of guests that you have accompanying you (this option is currently only available when registering as an individual). A guest is a spouse/family/guest that is **not attending sessions**. [If you have colleagues attending session with you, please use the group registration option.]
  - a. Answer the demographics questions for your guest(s)

- b. At the registration page – guests should be registered at the Nonteaching Spouse/Family/Guest rate. Guests may only attend field trips and special events. If your guest wants to attend sessions, they must be registered as a full conference registrant.

Any questions, specifically about the registration process, can be directed to either Christina Hartz or Donielle Rininger at the NABT office (888-501-6228 or [conference@nabt.org](mailto:conference@nabt.org)).