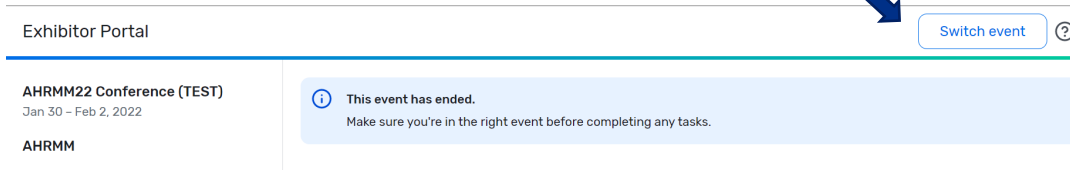


Exhibitor Registration & Exhibitor Profile How-to-Guide

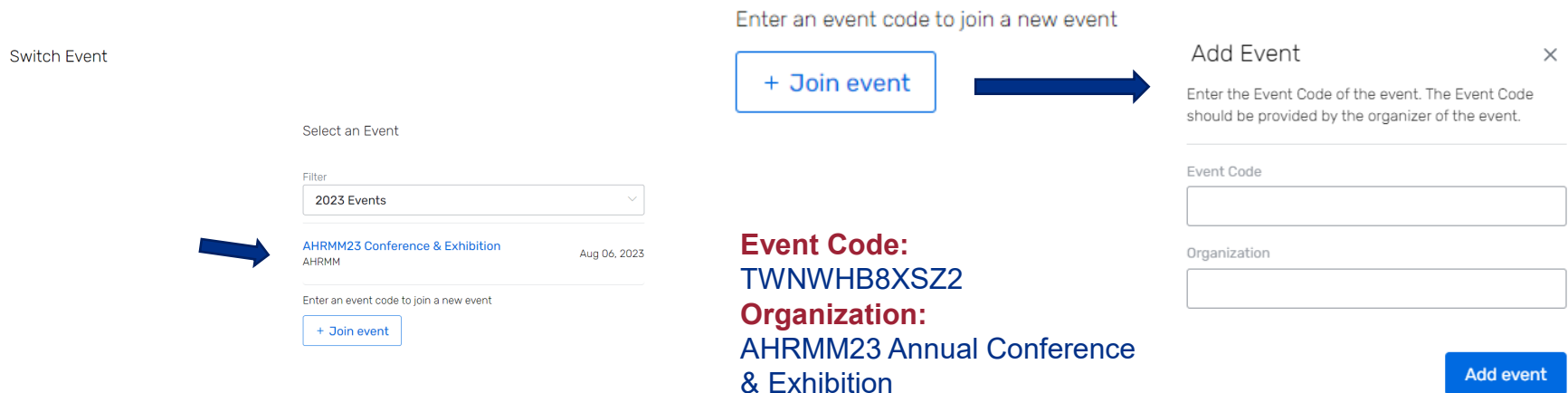
AHRMM23 Conference & Exhibition

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the AHRMM23 Annual Conference Exhibitor Portal — “Welcome to AHRMM23 Conference & Exhibition - Login to the Exhibitor Portal” from ahrmm@aha.org. 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 AHRMM events, please ensure you are logged into the correct event, “AHRMM23 Annual Conference & Exhibition”. If you are not, select the “Switch Event” button located on the top right of the menu.



- If available, select the AHRMM23 Annual Conference event. If not available, click “Join event” and enter the below event code and organization for access.



Switch Event

Select an Event

Filter
2023 Events

AHRMM23 Conference & Exhibition
AHRMM Aug 06, 2023

Enter an event code to join a new event

+ Join event

Enter an event code to join a new event

+ Join event

Add Event

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

Event Code

Organization

Event Code:
TWNWHB8XSZ2

Organization:
AHRMM23 Annual Conference & Exhibition

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 Portal

AHRMM23 Conference & Exhibition
Aug 6 - 9, 2023

AHRMM

Welcome to AHRMM23 Conference & Exhibition

August 6, 2023 at 7:00 AM - August 9, 2023 at 12:00 PM Orange County Convention Center

Tasks

- Overview
- Tasks
- Profile
- Team**
- Licenses
- Reports
- Lead Collection

Exhibitor Tasks
You have **4** tasks to complete

[View tasks](#)

Exhibitor Profile
Create an exhibitor profile to share with the event planners and to populate your virtual booth

[Finish profile](#)

Get Lead Retrieval
Right now, you have **0** LeadCapture licenses assigned to you. You can buy more licenses before the event starts.

[Buy lead retrieval](#)

Assign Licenses
You have **0** licenses available to assign. Assign licenses to get your booth staff ready to go.

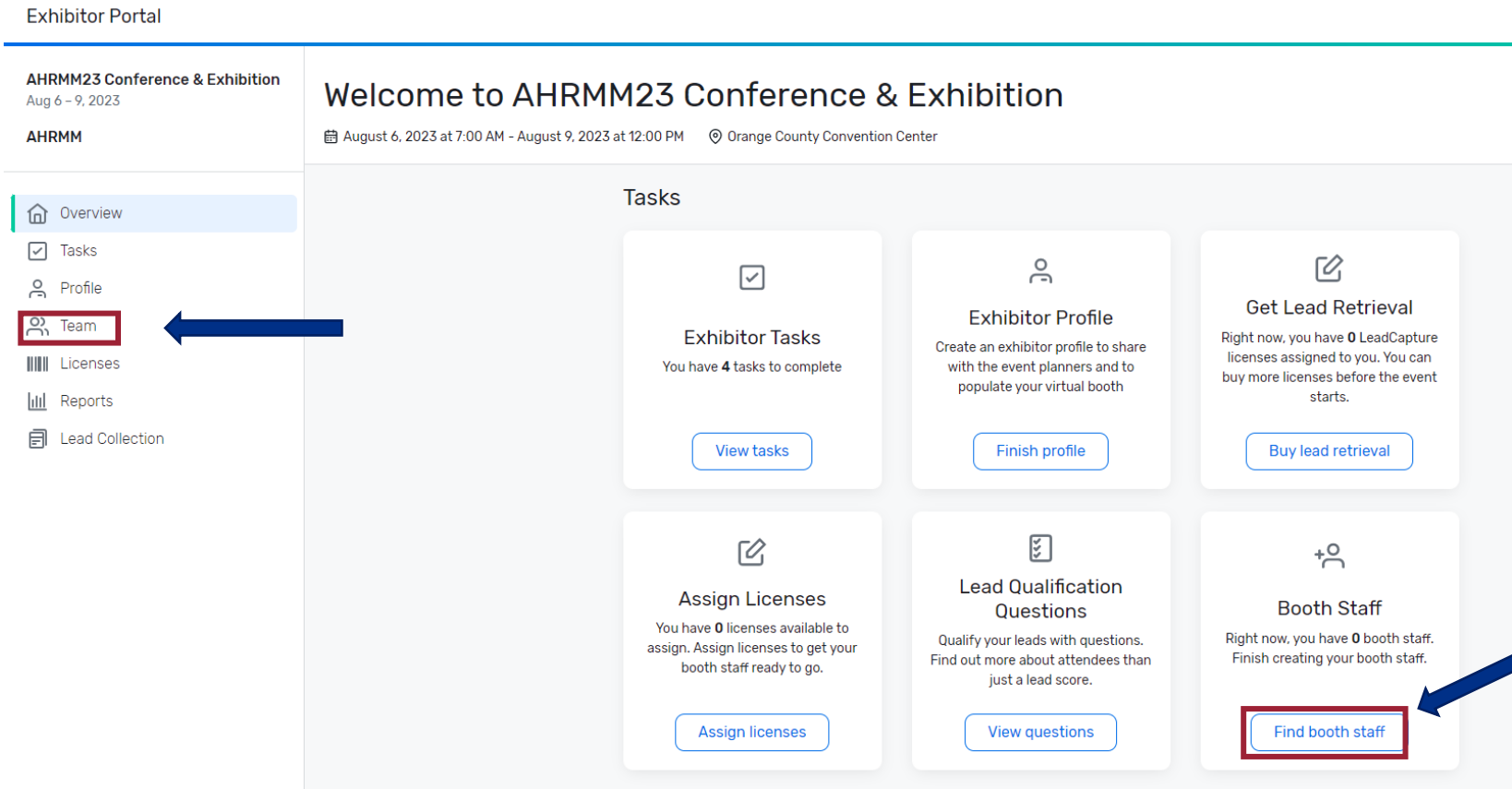
[Assign licenses](#)

Lead Qualification Questions
Qualify your leads with questions. Find out more about attendees than just a lead score.

[View questions](#)

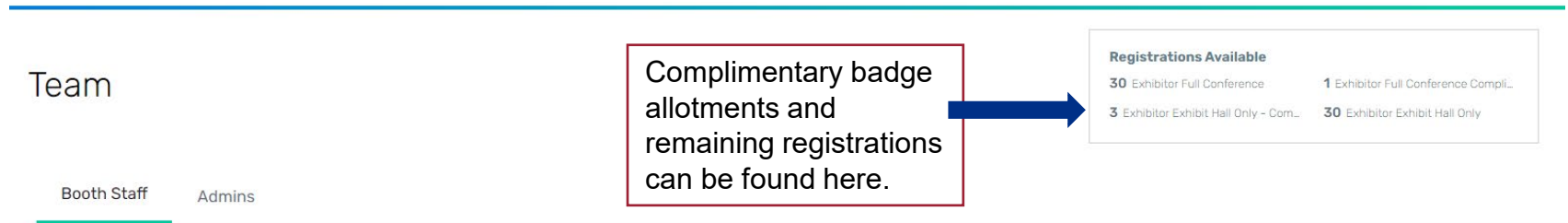
Booth Staff
Right now, you have **0** booth staff. Finish creating your booth staff.

[Find booth staff](#)



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”.



Team

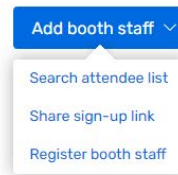
Booth Staff Admins

Complimentary badge allotments and remaining registrations can be found here.

Registrations Available	
30 Exhibitor Full Conference	1 Exhibitor Full Conference Compli...
3 Exhibitor Exhibit Hall Only - Com...	30 Exhibitor Exhibit Hall Only



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

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

Select the Registration Type

Booth Staff Admins



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.

Registration type required

Please select a registration type to continue.

Registration Type

- Select registration type
- Exhibitor Full Conference - 30 left
- Exhibitor Full Conference Complimentary - 1 left
- Exhibitor Exhibit Hall Only - Complimentary - 3...
- Exhibitor Exhibit Hall Only - 30 left

Registration type required

Please select a registration type to continue.

Registration Type


- Exhibitor Full Conference Complimenta...

Launch event site

Add booth staff

Select the Registration Type

Booth Staff Admins



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

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 - 30 left
- Exhibitor Full Conference Complimentary - 1 left
- Exhibitor Exhibit Hall Only - Complimentary - 3...
- Exhibitor Exhibit Hall Only - 30 left

Share Self Sign-Up Link

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

Registration Type

Exhibitor Full Conference Complimenta... ▾

<https://cvent.me/3miznP?enviro...> **Copy link**

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 the Registration Type

Additional Items

Select the quantity of items you'd like to purchase.

This option can be purchased during the registration process as an **Additional Items** for the Exhibitor Exhibit Hall Only – Complimentary registration.

Exhibitor Exhibit Hall Only Upgrade to Exhibitor Full Conference

Upgrade one of the complimentary exhibit hall only registrations to Full Conference for a fee. **This includes the Virtual Conference as well.**

\$550.00 each

Select ▾

Exhibitor Registration Fees:

- **Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Exhibit Hall Only – Complimentary** = Exhibiting companies complimentary exhibit hall only registration allotments
- **Exhibitor Full Conference*** = An additional Full Conference registration you would like to pay for (\$1,050 until June 30, \$1,250 after June 30)
- **Exhibitor Exhibit Hall Only** = An additional exhibit hall only registration you would like to pay for (\$350)
- **Exhibitor Exhibit Hall Only Upgraded to Exhibitor Full Conference** = Upgrade one of the complimentary exhibit hall only registrations to Full Conference for a fee (\$550) (This must be completed in the registration process, not through the Exhibitor Portal. See above)

**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.

Salutation

* First Name

* Preferred Badge Name

Middle Name/Initial

* Last Name

Suffix

* Email Address

CC Email Address


I'm registering on behalf of this person

Cancel

Next

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 ExampleContactFirstName,

Congratulations! Your registration has been confirmed for the AHRMM23 Conference & Exhibition.

We're looking forward to gathering in sunny Orlando, Fla., August 6-9, for the leading education and networking event for health care supply chain professionals. Visit the [AHRMM23 website](#) for information about the event schedule, education sessions, networking opportunities and more.

Please save this message for future reference and carefully review the information below as it includes your personal registration details, hotel information, and conference policies.

Event: AHRMM23 Conference & Exhibition
 Attending: ExampleContactFirstName ExampleContactLastName
 Number in Party: ExampleNumberinParty
 Time: 7:00 AM
 Date: August 6, 2023
 Confirmation Number: ExampleContactConfirmationNumber

Registration Information

ExampleInviteeName ExampleAdmissionItem
Questions
ExampleQuestion ExampleAnswer
Session Bundles

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.

Already registered? ×

Enter the email address you used to register for the event, along with the confirmation number you received.

* Email Address

Email Address is required.

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Substitutions or Cancellations

• Substitutions

- Registrants who are unable to attend may send an alternate.
- All substitution requests must be made in writing to AHRMM@aha.org.
- The deadline to submit a substitution is **July 24, 2023**, at 11:59 PM CT.

• Cancellations

- All cancellation requests must be made in writing to ahrmm@aha.org.
- AHRMM can't be held liable for nonrefundable airline tickets, hotel, or other costs. 70% of your registration fees are refundable if written notice is received by 5:00 PM CT on **July 24, 2023**. No-shows are non-refundable.
- 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.

Exhibitor Portal







AHRMM23 Conference & Exhibition
Aug 6 – 9, 2023

AHRMM

Welcome to AHRMM23 Conference & Exhibition

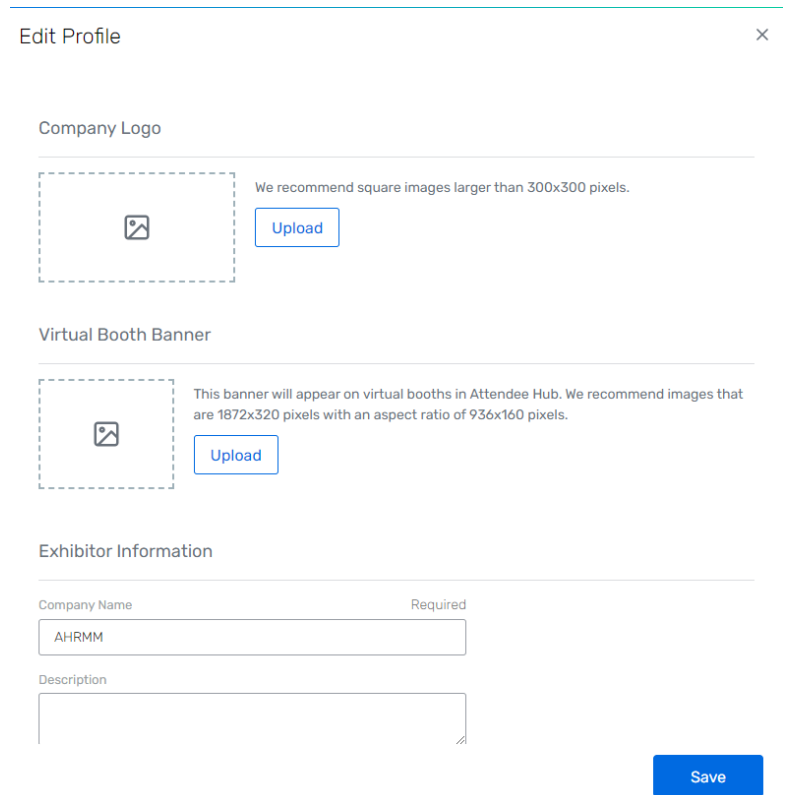
📅 August 6, 2023 at 7:00 AM – August 9, 2023 at 12:00 PM 📍 Orange County Convention Center

Tasks

- 
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[View tasks](#)
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Updating Your Exhibitor Profile

- To update your profile, select “Options” and “Edit 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.
 - **You do not need to upload the Virtual Booth Banner, the virtual conference will not be held on Cvent.**
- Requested information includes:
 - Company name
 - Description
 - Company phone number
 - Company email address
 - Website
 - Social media handles and more



The screenshot shows a web interface for editing an exhibitor profile. At the top, there is a title bar that says "Edit Profile" with a close button (X) on the right. Below this, the form is divided into three main sections:

- Company Logo:** This section has a dashed box containing a placeholder icon (a square with a diagonal line). To the right of the box is the text "We recommend square images larger than 300x300 pixels." and a blue "Upload" button.
- Virtual Booth Banner:** This section also has a dashed box with a placeholder icon. To the right is the text "This banner will appear on virtual booths in Attendee Hub. We recommend images that are 1872x320 pixels with an aspect ratio of 936x160 pixels." and a blue "Upload" button.
- Exhibitor Information:** This section contains two input fields:
 - Company Name:** A text input field with the value "AHRMM" entered. The word "Required" is positioned to the right of the field.
 - Description:** A larger text area for entering a description.

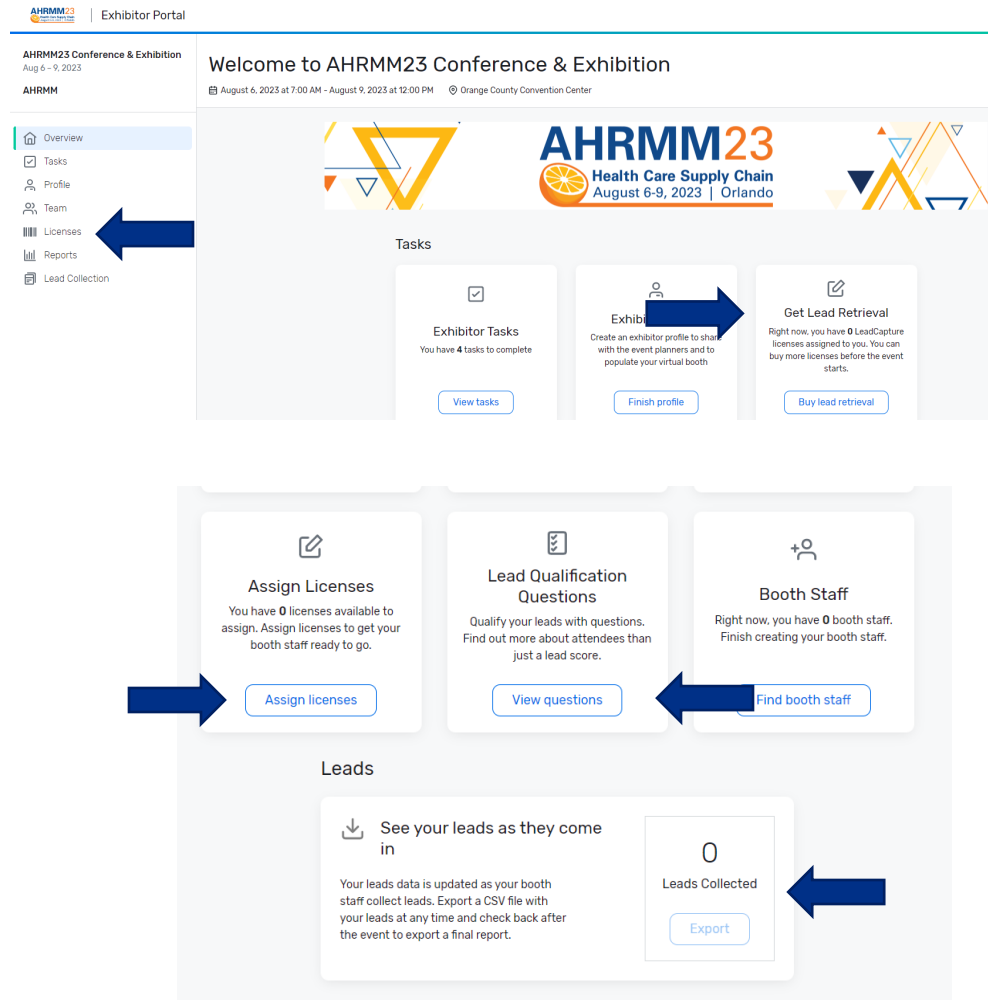
At the bottom right of the form, there is a blue "Save" button.

❑ Purchase & Assign Licenses

- From the Exhibitor Portal, you can purchase licenses by selecting the Get Lead Retrieval tile or selecting Licenses from the left navigation bar
- You will need one license per device
- Assign licenses to booth personnel

❑ Step-by-step instructions (available in June 2023)

- LeadCapture Settings
- Accessing Collected Leads
- Exhibitor Reports
- Logging into LeadCapture App
- How to Scan Leads
- Syncing & Reviewing Leads
- Best Practices



AHRMM23 | Exhibitor Portal

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AHRMM

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Leads

See your leads as they come in
Your leads data is updated as your booth staff collect leads. Export a CSV file with your leads at any time and check back after the event to export a final report.
Export

Leads Collected
0
Export

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