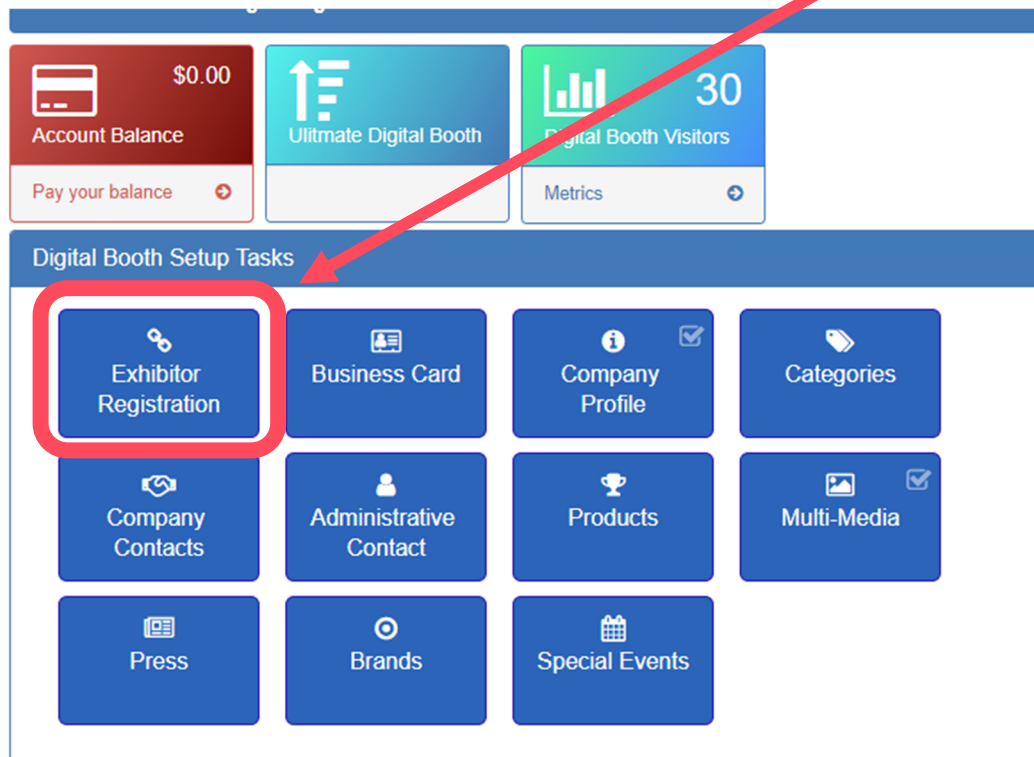








IMS2023 Booth Staff Registration Process

Log into your Exhibitor Console and select “**Exhibitor Registration**”.



 Home	
 Roster	
 Register Staff	>
Invite Customers	>
Invoice/Receipt	
 Housing	
 FAQs	
 Capture Leads On-site	
Log Out	>

Roster	<i>Shows the badge allotments for your company and the roster of registered staff. Confirmations can also be sent from this page.</i>
Register Staff	Add your Staff here
Invite Customers	<i>Send customers an invite to attend the Exhibition</i>
Invoice/Receipt	<i>Review Invoice</i>
Housing	<i>Access the housing portal; Make your hotel reservations by May 18</i>
FAQs	<i>Frequently Asked Questions</i>
Capture Leads On-site	<i>Order lead retrieval services</i>

“REGISTER STAFF” Page

The company address will be populated. Scroll down to “Add Booth Staff”.

Fields with an * are required.

First Name * Last Name * Job Title * Email * Badge Type * (What's This?)

First Name 1 Last Name 1 Title 1 Email 1 Please Select

Cancel Registration

Badge Type must be selected before adding another Exhibitor

Continue Registration

Enter staff Name, Job Title, and Email, then choose the badge type.* Main contacts must register if attending IMS.

If an IMS Sessions Pass is chosen, this will act as the session pass **AND booth staff badge. These badges will also allow access to the exhibition floor during set up, before, during, and after exhibit hours, and during teardown.*

Note: Discounted conference passes DO NOT count toward your exhibitor booth staff badge quota:

Badge Type * (What's This?)

IMS Sessions Pass (\$135.00)

Please Select

Exhibitor Booth Staff (\$0)

IMS Sessions Pass (\$135.00)

IMS Sessions Pass (\$530.00)

Every Paid 10x10 Booth Space is allotted

- 8 Exhibitor Booth Staff badges
- 1 IMS Sessions Pass at \$135
- 2 IMS Sessions Passes at \$530 each
 - Exhibitor Conference Registrations over and above the discounted allotment will be directed to customer service, at 774-247-4038.

To add multiple staff: Click **Add Another Exhibitor** until done. When finished, click **Continue Registration**. Follow the prompts to make your payment or complete registration.

Each exhibitor should only have one badge that is attached to one email address.

If you purchased an IMS Session pass and would like to attend additional programs/events, please contact customer service, at 774-247-4038.

“ROSTER” Page

In the “Roster” page you can view badge allotment and send email confirmations to staff.

The screenshot displays the 'Booth Staff Roster' interface. On the left is a navigation sidebar with options: Home, Roster, Register Staff (with sub-options: Add Booth Staff, Invite Customers, Invoice/Receipt), Housing, FAQs, Capture Leads On-site, and Log Out. The main content area is titled 'Booth Staff Roster' and shows 'Booth Staff Roster for MCV Microwave East Inc.'. It features three 'BADGE ALLOTMENT' summary boxes:


- Box 1:** Booth Staff Badges: 8, Currently Registered: 5, Total Badges Available: 3.
- Box 2:** \$135 IMS Sessions Pass: 1, Currently Registered: 0, Total Badges Available: 1.
- Box 3:** \$530 IMS Sessions Pass: 2, Currently Registered: 0, Total Badges Available: 2.

Below these boxes are buttons for 'Download', 'Print', and 'Email All', and a search field. At the bottom is a table with the following data:


Badge	Name	Exhibitor Type	Email	Options	Confirmation Sent
	Marian I	Exhibitor			Not Sent

“INVITE CUSTOMERS” Page


This page provides 3 easy ways to invite customers and prospects to your booth.



Pass your code along to your customers



Unique promotional registration link



Complimentary Invite a Customer email service