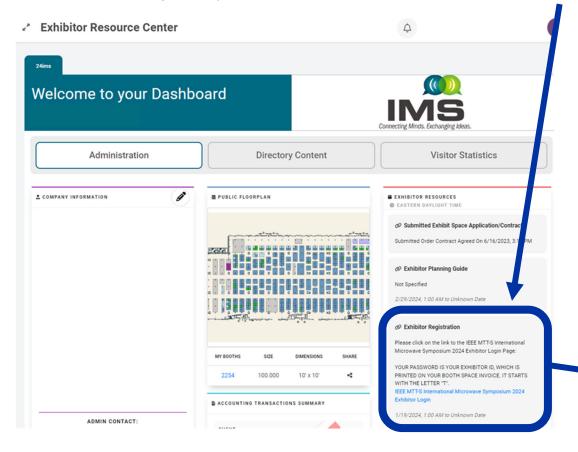
IMS2024 Booth Staff Registration Process

Log into your Exhibitor Console and select "Exhibitor Registration".



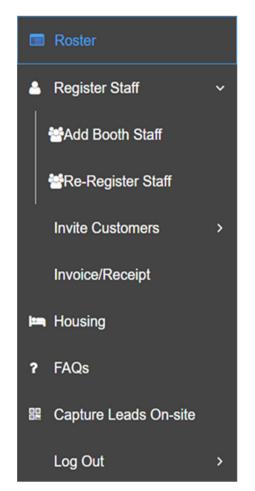
Select your company from the drop-down menu and enter your Exhibitor ID as the password.



International Microwave
Symposium 2024 Exhibitor
Login

Select your company
Password
YOUR PASSWORD IS YOUR EXHIBITOR ID, WHICH IS PRINTED ON YOUR BOOTH SPACE INVOICE. IT STARTS WITH THE LETTER "T"
If you don't have your password, click 'Forgot Password?' and it will be sent to the main contact on the account.

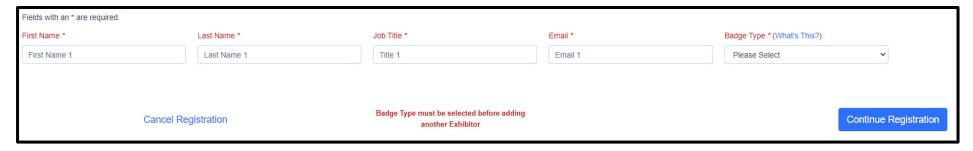
Sign In



Roster	Shows the badge allotments for your company and the roster of registered staff. Confirmations can also be sent from this page.
Add Booth Staff	Add your Staff here
Re-Register Staff	For returning companies - Easily select registrants from your IMS2023 registration list to add them for IMS2024
Invite Customers	Send customers an invite to attend the Exhibition
Invoice/Receipt	Review and print Invoice and/or receipt
Housing	Access the housing portal; Make your hotel reservations by May 23
FAQs	Frequently Asked Questions
Capture Leads On-site	Order lead retrieval services – take advantage of best pricing by ordering by May 3

"REGISTER STAFF" Page

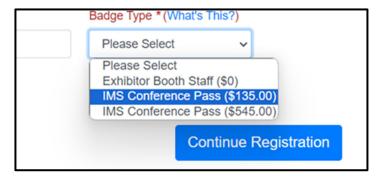
The company address will be populated. Scroll down to "Add Booth Staff".



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

*If an IMS Conference Pass is chosen, this will act as the conference 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:



Every Paid 10x10 Booth Space is allotted

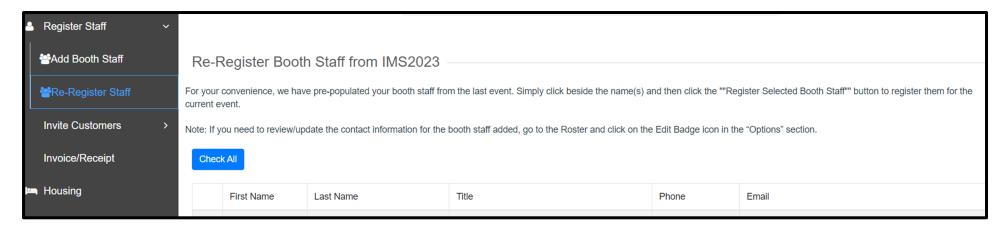
- 8 Exhibitor Booth Staff badges
- 1 IMS Sessions Pass at \$135
- 2 IMS Sessions Passes at \$545 each
 - Exhibitor Conference Registrations over and above the discounted allotment should contact aufland@horizonhouse.com

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.

Once registered as an exhibitor, registrants will be able to purchase additional conferences, workshops, bootcamps and special events using the <u>Registration Resource Center</u>. Each exhibitor will need their badge number and the email address that they were registered with to upgrade their registration.

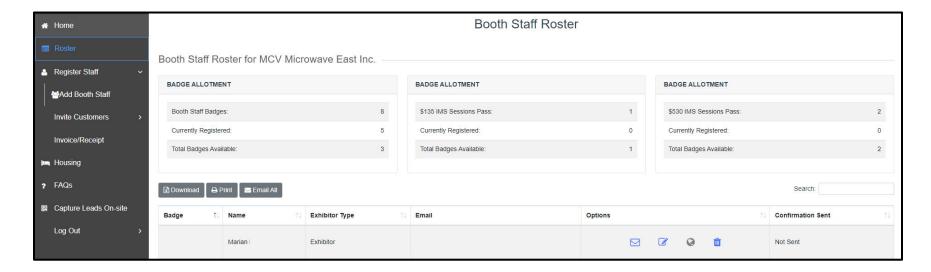
"RE-REGISTER STAFF" Page



If your company participated in IMS2023, the names of booth staff will be populated here. You can select and register these booth staff again.

"ROSTER" Page

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



"INVITE CUSTOMERS" Page

This page provides 3 easy ways to invite customers and prospects to attend the IMS Exhibition and visit your booth.

