

ONLINE REGISTRATION INSTRUCTIONS For Workshop Speakers on May 7, 2019

Upon successful completion of registration, you will receive an e-mail confirmation with barcode from our registration partner Experient. Please print the confirmation page and bring it with you to the conference.

Please Note: Workshop Speakers get free registration for their workshop only. If you want to attend anything else, you must add this while registering and pay the additional fees.

Step 1. – **LOGIN WEF** Account or **CREATE** a user Account.

WEF Members

Please sign in using the email address and password that WEF has on file. If you do not remember your password, please click the link next to "I forgot my password". If you need assistance, please email csc@wef.org or call 1-800-666-0206.

- Non-Members (who do not have a WEF account)
 Click link next to "I would like to register for a new account" to create a user account.
 - Please note: If you've signed up for a WEF membership in the last 24 hours, your membership may not yet be synced to the registration system. We ask you to wait 24 hours before accessing the registration site.



Step 2. – Complete Profile Information

- Name & Contact Information
- Emergency Contact Information
- If you have a promocode, enter it and hit "Apply"

Step 3. – Complete Demographic (Show) Questions

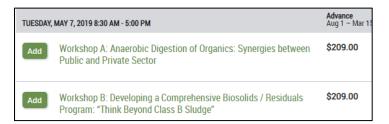
• Answer Conference Demographic Questions

Step 4. – Select Registration Type

• Click the drop down menus to view registration type and fees. If you plan to attend the conference, you will need to choose one of these options.

Step 5. – Select Pre-Conference Workshop(s) (optional)

• Click the box to select your workshop(s).



On the next page you should see the cost of your workshop is \$0.



Step 6. – Registration Summary

- Review registration summary
- Read and click the box to accept the terms and conditions
- Register another industry professional

Step 7. – Pay (Amex, Visa or MasterCard Only)

- Click the box to authorize WEF to charge your credit card.
- Click the green button to remit payment

Note: Check payments are not accepted online.

Complete - A confirmation email will be sent to the email address provided upon registration.

QUESTIONS or **PROBLEMS**

