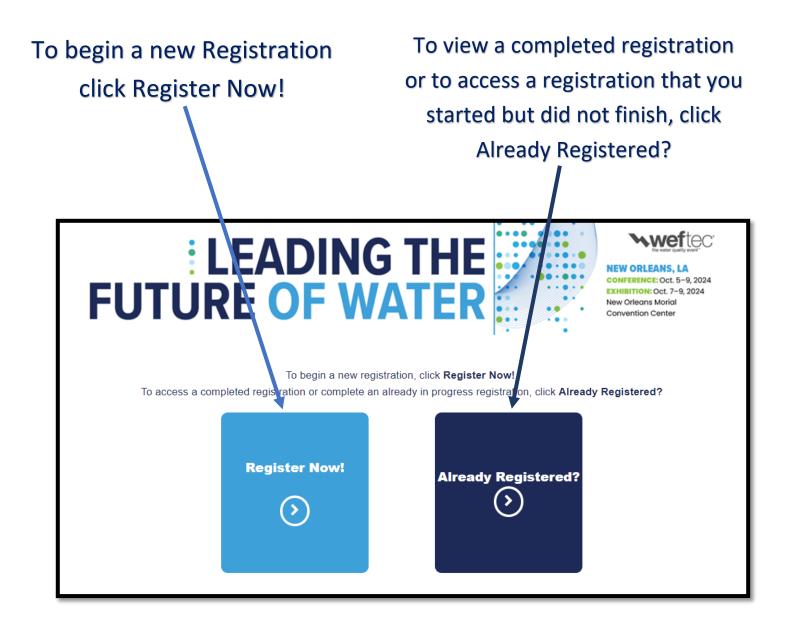


Attendee Online Registration Tutorial

What do I need to register?

- Your WEF Account Information (Last Name and Email Address)
- A unique email address is required for each registrant.
- A credit card (Visa, MasterCard or American Express)

Click Register Now? or Already Registered?

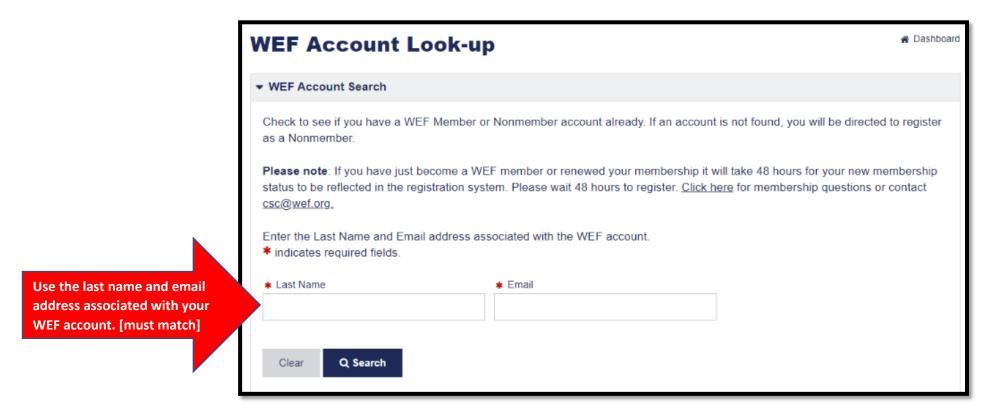


WEF Account Look Up

<u>Click Here To Get Started</u>. If the embedded hyperlink doesn't work, copy & paste: https://registration.experientevent.com/ShowWEF241/Flow/ATT

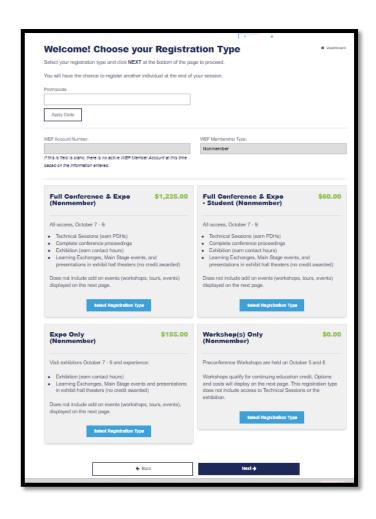
Search for your WEF Account by entering your **Last Name and Email Address associated with your WEF account [they must match]**. Membership is **not** required to have a WEF account.

- If results are found, select the record that matches your information to continue.
- If an account is not found, you will be directed to register as a Nonmember.
- For questions about your WEF account or joining WEF contact <u>csc@wef.org</u> or <u>click here</u>.
- Please wait 48 hours to register if you recently joined or renewed your membership.



Choose your Registration Type

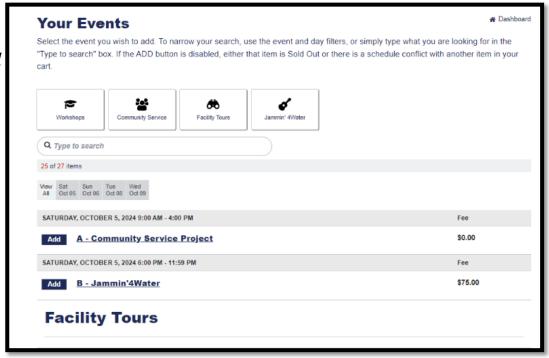
- Enter Promocode and click "Apply Code" or leave it blank if you do not have one.
- Select a Registration Type
- Click "Next" to Proceed



Add Your Events

- Click "Add" to select or remove an event.
- Click the event and day buttons to filter your selections or use the search box.
- Click on the same button to de-select that specific filter group.
- Click the title of the Event for descriptions and details.
- Click "Next" to continue.

Events are not included with conference registration. Additional fees may apply.

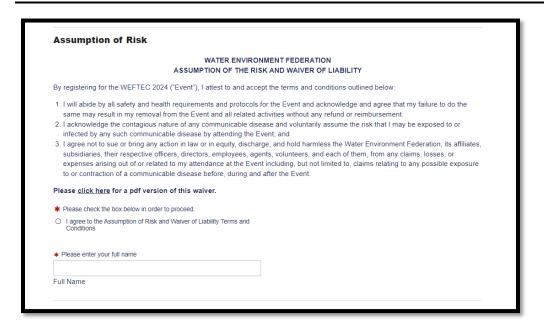


Complete Your Profile

- Enter your profile and contact information
- Emergency contact information
- SMS Alerts
- Review and sign the Assumption of Risk Waiver
- Review and Accept Terms and Conditions



Review and Sign the Assumption of Risk Waiver



Tell us about yourself

Click on the arrows to view the drop down menus and make your selection(s).



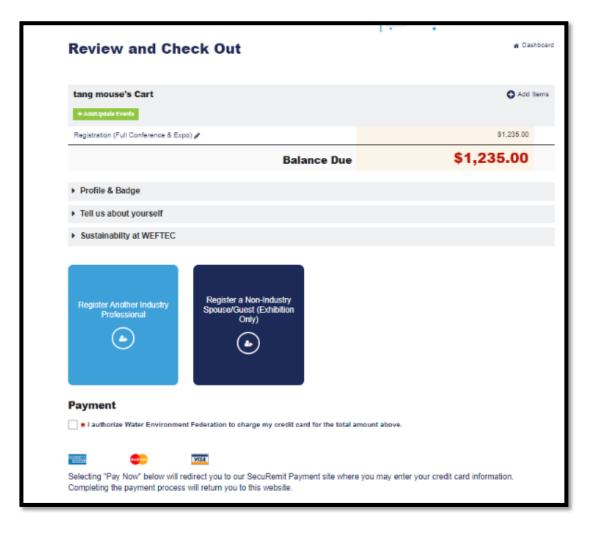
Sustainability at WEFTEC

Select your contribution and click "Next" to continue.

Offset Your Travel to WEFTEC 2024		
Thanks to the support of our attendees, exhibitors, and suppliers, WEFTEC 2023 was certified as a sustainable event by the Events Industry Council (EIC) at the Gold Level. WEF remains dedicated to advancing sustainability initiatives for WEFTEC. We will continue to reduce greenhouse gas emissions by offsetting travel.		
Your generous donations in 2023 helped WEF offset 30% of carbon emissions from travel to Chicago. Our goal in 2024 is to offset 35% and we need your help to reach this goal.		
You are invited to join our efforts by making a contribution toward purchasing Certified Emissions Reductions (CERs) from the United Nations' (UN's) carbon offset platform: http://offset.climateneutralnow.org. Carbon offset icons on conference badges will acknowledge contributors.		
* indicates required fields.		
* Yes, I would like to make this contribution as part of my registration payment.		
O \$10	○ \$15	
○ \$20	Other Amoun	nt
O No Thanks!		
Thank you for supporting this important sustainability initiative.		
	-	
	← Back	Next →

Review and Check Out

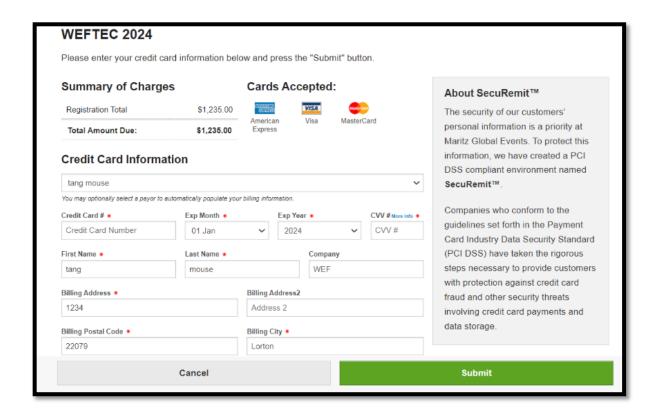
- Click the drop down menu arrows to review informtion
- You may add another Industry Professional or Non-Industry Guest, Expo Only registration fees apply before checking out.
- Click payment box to authorize payment
- At the bottom of the page, click "Pay Now" to proceed.



Payment

- Review Summary of Charges
- Fill out credit card and billing information. Visa, Mastercard or Amerian Express are accepted
- Click the green submit button

Not Accepted: Checks, Cash, Wire Transfers and Purchase Orders





Questions?

Registration Live Chat Help: Click on "Live Chat" button at the bottom right corner of each section

Registration Questions:

- <u>Email</u> Maritz Global Events (MGE)
- Globally: +1-864-208-3376
 Monday Friday, 9:00 AM 5:00 PM Eastern

WEF Account or Membership Questions:

- Email: csc@wef.org
- Toll Free: 1-800-666-0206
- Globally: +1-571-830-1545
 Monday Friday, 8:30 AM 5:00 PM Eastern