

SO YOU'RE READY TO REGISTER FOR THE 2018 ANNUAL MEETING & HOUSING EXPO?

**LET'S GET STARTED.**

## FIRST THINGS FIRST!

**Before you start the form, it is very important that you confirm that you have a profile on our Members Only Portal.** If your organization is a HAND member, you can confirm this with your Member Liaison (also referred to as the Key Contact). This individual is essentially the manager of the organizational profile, and can add or remove staff member profiles by following the instructions [here](#). If you are a Consultant, Individual or Student member, you should have received a welcome email with login instructions. If you need further assistance, please contact HAND's Membership Manager, Courtney Battle, at [cbattle@handhousing.org](mailto:cbattle@handhousing.org).

## REGISTRATION FORM

Once you are logged into your profile, you can begin the form. Click the button that reads "Register Yourself" to start. The following items are guidelines to help you along the way:

### CONTACT INFORMATION

The first section of the form will ask for your name, organization and contact information. Most of this information should be pre-filled based on the information in your profile. This contact information will be used for all follow-up communications in regards to your registration, so please do make sure that it is accurate.

## TRIBUTE SPONSORSHIP

The next section of the form will ask you if you would like to purchase a Tribute or Nonprofit/Government Tribute Sponsorship. The benefits associated with the sponsorships are listed on the form. Please indicate your preference. Based on your response, the form will determine the next appropriate question.

If you select the option for a Tribute or Nonprofit/Government Tribute Sponsorship, the form will then ask you if your FY18 membership dues are current. If you are unsure, you can check with your Member Liaison or [Courtney Battle](#). Based on your response, the form will determine the appropriate pricing. From there, you can indicate your preferences on hosting an exhibit table at the Housing Expo and placing an advertisement in the program book. When you reach the final section of the form, "Luncheon Menu," please select the option that reads as follows: "N/A - A luncheon table is included in my registration." HAND staff will be following up with you to collect the names and meal preferences for your guests.



### À LA CARTE REGISTRATION

If you indicate that you are **not** purchasing a Tribute or Nonprofit/Government Tribute Sponsorship, the next question will ask you if you would like to purchase a luncheon table. Please indicate your preference.

If you select the option to purchase a For Profit or Nonprofit/Government table, you can then indicate the number of Plenary tickets you will need (you can select up to 10). From there, you will be asked about your Exhibit table preference.

**NOTE: The purchase of an exhibit table includes one all-access individual pass (admission to all conference events) for the individual who will be staffing the table. If you would like additional staffers to work at the exhibit table, you must purchase an individual all-access pass for each person.** Next, you'll be prompted to indicate your preference on purchasing an advertisement in the program book. Only those labeled "Non-Sponsor Ad" will be applicable. Finally, When you reach the final section of the form, "Luncheon Menu," please select the option that reads as follows: "N/A - A luncheon table is included in my registration."

If you do not select the option to purchase a luncheon table, the next section will prompt you to indicate your preference on an exhibit table. **NOTE: The purchase of an exhibit table includes one all-access individual pass (admission to all conference events) for the individual who will be staffing the table. If you would like additional staffers to work at the exhibit table, you must purchase an individual all-access pass for each person.** From there, please indicate if you would like to purchase an advertisement in the program book (only those labeled "Non-Sponsor Ad" will be applicable), and if you require a vegetarian option for the Awards Luncheon. If you purchased more than one all-access individual pass, please list the names of those individuals and if they require a vegetarian meal.

Select "Next" to view a summary of your registration. If everything looks correct, proceed to the payment page, where you can submit your payment online (Visa or MasterCard only please). If you prefer to mail a check, please select that option.

### YOU'RE ON YOUR WAY TO ANNUAL MEETING!

*Once your form has been submitted, HAND staff will follow up with you via the contact information listed on the registration form. We look forward to you joining us!*