

How to Register

Conferences offer a forum for companies to pitch their message to investors. Meeting one on one with investors is a crucial component of the conference experience. Before companies can connect with investors in person, they have to register.

Below are the necessary steps for registering for the upcoming conference.

PRESENTING COMPANIES:

1. Click "Register" in the upper-right corner of the conference you're registering for.
2. The first person to register is the CEO or presenting speaker of the presenting company.
3. Select "Presenting Company" as the participation type, then press "Continue."
4. Define the meeting attendance and availability. This is not mandatory, but it is highly recommended.
5. Complete the profile with as much information as possible, such as the job title, phone number, profile picture, organization name, ticker symbol, website, description of your organization, logo and location.
6. Add all the company representatives attending the conference. This allows representatives to help book meetings for each other. For example: After the CEO has registered for the event, an executive assistant can book meetings for that CEO. Now follow the additional steps below.
 - a. If you need to book meetings for other representatives, the left toolbar has a tab labeled "Company Representatives." Click on that. You will now see a blue button in the right-hand corner of the screen that says "Add Representatives." Once there, fill out the information including email. Without an associated email, representatives will not be able to log in.
 - b. Once completed, there is a checkbox under phone number that says "Organization Manager." **This is extremely important because it gives the representative the option to book meetings for other representatives.**
 - c. After submitting an email to log in, you need to change your password.
7. All representatives of the company added to the conference register through the initial account of the CEO or presenting speaker. This links all within the company and avoids duplication of the same company.

If you're having trouble with registration, please reach out to the conference organizer directly before submitting. It's crucial for the success of your company at the conference that registration is as thorough as possible.

