

REGISTRATION INSTRUCTIONS

Important Information:

All exhibit staff will need to register themselves for the Full Congress to gain access to their company's exhibitor profile page. There are unlimited Booth Staff registrations available for this Congress for Enhanced Booth and Conference-Wide sponsors only.

1. To start the registration process, [click here](#) and then click on the "Register Now" button.
2. Log into your OSA account. If you are not sure if you already have an existing OSA Account, click on "Create Account", using your business email address - do not use aliases such as sales@xxx or service@xxx).

Login or Create Account

If you already have an account, please sign in below. Otherwise, create an account by entering your email address on the right and clicking "Create Account".

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<p>Sign In</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="checkbox"/> Remember Me</p> <p>Forgot your password?</p> <p><input type="button" value="Login"/></p>	<p>Create Account</p> <p>Email <input type="text"/></p> <p><input type="button" value="Create Account"/></p>
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3. If your email address already exists in our database through prior OSA event registrations, the following message will appear:

An account with this email exists already. Please log in at the left with your password or use the forgot password link, also at the left.

You will have to reset your password to gain access to the account and start the actual registration process in Cvent.

4. On the first page of registration "Personal Information", please check YES here:

***Will your company exhibit with a Yes No Unsure booth/stand?:**

You will be guided through the Exhibitor Registration section.

5. On the “Registration Items” page, please choose your registration category for your Full Congress Registrations. If you are not an OSA member you will see the following:

Virtual Registrant - Non-member \$300.00

If you are a member, you will see:

Virtual Registrant - Member \$ 200.00

To register your complimentary Booth Staff (for Enhanced Booth or Conference-Wide sponsors only), you can choose the “Events + Exhibits Pass”:

Events + Exhibits Pass Complimentary

6. You can then choose optional items to add to your registration, e.g., special events.
7. Lastly, you will see the payment page. Please submit your payment via credit card to complete your registration.
- Depending on your exhibit level, your company might be eligible for complimentary registrations. If applicable, an email with the discount code was sent to the Key Contact OSA has on file for your company. Please enter the code on this page before you submit payment.

If you have any questions regarding the registration process, please contact us at exhibitorreg@osa.org.
Best regards,

The Exhibit Operations Team

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