

CTA REGION 2 LEADERSHIP CONFERENCE

EXHIBITOR REGISTRATION INSTRUCTIONS

EXHIBITORS WITH ONE PARTICIPANT: Follow the online registration instructions at www.ctaregion2.org/Leadership.

EXHIBITORS WITH TWO OR MORE PARTICIPANTS: If your organization will have more than one participant in the booth, register all participants **by group only** using the following instructions.

- Designate a “primary” registrant among your participants. Only the “primary” will be charged a registration fee.
- Register the “primary” first and then follow online steps until you reach the Travel & Lodging page.
- Follow detailed instructions on the Travel & Lodging page to add additional participants under your organization group.

STEP 1

To add a second participant, click on the “**Add Another Person**” button on the Travel and Lodging page.

Lodging

HOTEL RESERVATIONS

Important! You must make your own hotel reservations prior to September 12, 2012 to receive the CTA rate.

CTA has negotiated a special room rate with the Grand Sierra Resort.

\$ 79* per night - Standard room non-smoking/smoking
\$100* per night - Summit Grand II non-smoking
\$100* per night - Summit Grand King

Additional fees will be applied if more than 2 adults per room: 3 adults = \$20 per night and 4 adults = \$40 per night. (*Plus Applicable Taxes)

Upon completing your registration and clicking the “Finish” button you will be directed to your reservation confirmation page. From that page you can access the Grand Sierra Hotel reservation page.

To guarantee a room, you must supply a valid credit card number. **Group reservations** should be made by telephone if charging multiple rooms to the chapter credit card. A credit card authorization form will be required by the hotel.

Included in your reservation:

- Resort Fee waived
- \$10 food voucher, for use at Grand Sierra Resort restaurants
- Free Wi-Fi: complimentary wireless internet service available in all sleeping rooms.
- Health Club: complimentary access to the Grand Sierra Resort Health Club

If you prefer to make a hotel reservation by telephone call 800/501-2651, reference conference code “CTA12” in order to receive the CTA negotiated rate.

If you experience any difficulty when making your hotel reservation, please contact Katie Howard at 916/288-4923 or by email at khoward@cta.org.

Your registration is not yet complete, please click “**Continue**” below to move to the next page.

[Details](#)

or

STEP 2

Enter the email of second participant and click “continue”.

Important Info: Entering the second participant’s email will allow them to receive a registration confirmation email that contains additional conference details.

2012 Region 2 Leadership Conference
Friday, October 05, 2012 - Sunday, October 07, 2012

Grand Sierra Resort
2500 East Second Street
Reno, Nevada 89595
[Event Details](#)
Participant/Member, CTA & NEA Board Members and CTA Staff/Trainer Questions:
Katie Howard 916/288-4923

Exhibitors:
Mary McNulty 916/288-4948

CTA Minority Leadership Incentive Grants:
Karen Boll 916/288-4949

Region 2 Emerging Leaders Program:
Kelly Kohz 916/288-4931

[Email Us](#)

Lodging Information

[Grand Sierra Resort](#)

Add Another Person

* Next Person's Email Address:

* Verify Next Person's Email Address:

You can also register a group. [Learn More](#)

STEP 3

Enter the second participant’s name. All other required fields will be pre-filled with the “primary” registrant’s contact information. Continue with registration and repeat steps to add additional participants.

Personal Information

* Email:

* Verify Email:

* First Name:

* Last Name:

Job Title:

* Chapter/Company/Organization:

* Address Line 1:

Address Line 2:

* City:

US State/Canadian Province:

* Zip (Postal Code):

* Home Phone:

Work Phone:

Extension:

* Cell Phone:

MANAGE YOUR REG ONLINE ACCOUNT: To manage your registration account log back in using the primary registrants email & password; add another participant to your individual or group account, make a payment or view/print/email your registration record and invoice.

STEP 4

Enter primary registrant's email & registration type and click "continue".

2012 Region 2 Leadership Conference
Friday, October 05, 2012 - Sunday, October 07, 2012

Grand Sierra Resort
2500 East Second Street
Reno, Nevada 89595
Event Details
Participant/Member, CTA & NEA Board Members and CTA Staff/Trainer Questions:
Katie Howard 916/288-4923

Exhibitors:
Mary McNulty 916/288-4948

CTA Minority Leadership Incentive Grants:
Karen Boll 916/288-4949

Region 2 Emerging Leaders Program:
Kelly Kohtz 916/288-4931

[Email Us](#)

Lodging Information
[Grand Sierra Resort](#) [View or Change Your Existing Registration](#)

Start Your Registration

* Email Address:


* Verify Email Address:

You can also register a group. [Learn More](#)

STEP 5

Enter primary registrant's password then click "continue" to access your Reg Online account.

Do not begin a *New Registration*.



2012 Region 2 Leadership Conference [View Details](#)

Sign In


* Email Address:

* Password: [Forgot Your Password?](#)

[Start a New Registration](#)

STEP 6

Once you've reached your account you can make substitutions, view/print/email your registration record & invoice, make a payment and "Add Another Person".



2012 Region 2 Leadership Conference [View Details](#)

- To cancel your registration, [contact your event administrator](#).

Mary McNulty's Group - 2 attendees

- [View, Print, or Email Registration Record and Invoice](#)
- [Make a Payment](#)

Registrant	Type	Edit	Actions
1. Mary McNulty Primary Attendee	Exhibitor New Non Endorsed	Personal Information Agenda Lodging	Substitute
2. Brian McNulty	Exhibitor New Non Endorsed	Personal Information Agenda Lodging	Substitute

[Add Another Person](#)