

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.

HOTEL RESERVATIONS

Important! You must make your own hotel reservations prior to September 10, 2010 to receive the CTA negotiated rate.

CTA has negotiated a special room rate with the Grand Sierra Resort
 Standard room non-smoking \$79*
 Standard room smoking \$79*
 Summit Grand II non-smoking (*newly remodeled, limited rooms available*) \$100*
(*Plus Applicable Taxes)

to book a room, you must supply a valid credit card number. Group reservation should be made using the association credit card. If you prefer to make a hotel reservation by telephone, call 916-268-2651, reference the conference code, “CTA10”, in order to receive the CTA negotiated rate.

Important Online Hotel Reservation Instructions:

Step 1: Select Preferred Room Type - “Standard non-smoking”, “Standard smoking” or “Summit Grand II, non-smoking”

Special Request Information - To specify bed type Single/King or Double, please type it in the “Special Request Information” section of your hotel reservation page.

Please click on the following link to make your reservations online, be sure to follow the instructions above:
[Grand Sierra Resort](#)

If you experience any difficulty with your hotel reservation, please call Katie Howard at 916-268-2651 or email her at khoward@cta.org.

You are done registering when you click on “Finish My Registration”. Click on the “Continue” button.

or

STEP 2

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

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

Region 2 Leadership Conference
October 1-3, 2010

Deadlines:
 September 10, 2010 - Negotiated rate at the Grand Sierra Resort.
 September 24, 2010 by 5:00 p.m. - Registration cancellation refund.

Region 2 Leadership Conference ([Event Details](#))

Grand Sierra Resort
 4 Salon Foyer
 4 East Second Street
 Reno, Nevada 89505
 916-268-2651

Registration Information
[Grand Sierra Resort](#)

To add another person to your group, enter their email address.

* New Person's Email Address:

Verify your email address by entering it again:

You can add people to your group before finishing your registration.

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.

Region 2 Leadership Conference ([Event Details](#))

Personal Information
 Agendas & Fees
 Lodging & Travel
 Checkout
 Confirmation

You are registering person 2 in your group. ([View 2 Group Members](#))

* 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):

MANAGE YOUR REG ONLINE ACCOUNT: To manage your registration account login 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.

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2010 Region 2 Leadership Conference ([Event Details](#))

Grand Sierra Resort
Grand Salon Foyer
2500 East Second Street
Reno, Nevada 89595
800/501-2651

Lodging Information
[Grand Sierra Resort](#)

To get started, enter your email address. ([Already Registered?](#))

* Email Address:

* Verify your email address by entering it again:

* Registrant Type:

[Registering a Group?](#)

STEP 5

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

Do not begin a *New Registration*.




In testing mode. Test registrants only.

2010 Region 2 Leadership Conference ([Event Details](#))

Grand Sierra Resort
Grand Salon Foyer
2500 East Second Street
Reno, Nevada 89595
800/501-2651

Our records show that this email address was used to register for this event.



or enter your password to manage your current registration.

Password:

[Forgot Your Password?](#)

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".

In testing mode. Test registrants only.

2010 Region 2 Leadership Conference ([Event Details](#))

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

[Katie Howard](#)

[View, Print, or Email Registration Record and Invoice](#)

[Make a Substitution](#)

[Make Payment](#)

Registrant List	Type	Edit	Actions
1. Katie Howard (Primary Attendee)	CTA Member	Personal Information Agenda & Fees Lodging & Travel	Print

[Add Another Person](#)