# ENHANCING ALUE IMPRO ING OUTCOMES ASTRO'S 58TH ANNUAL MEETING

**Exhibitor Registration** 

COMP

### **Allison Bowman**

Account Manager, Registration SPARGO, Inc.

Phone: 703-679-3991

Email: allison.bowman@spargoinc.com



2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON



### **Items to Review Today**

- Registering booth personnel
- Registering full conference exhibitors
- Viewing and modifying registered personnel
- Inviting clients to visit your booth
- Reserving an ASTRO Bistro Table
- Scheduling badge pickup appointments
- Designating an Onsite Contact
- Ordering Lead Retrieval

### **Registration Website**

- Accessed through the Exhibitor Resource Center, this website allows you to:
  - Register Booth Personnel
  - Register full conference exhibitors
  - Invite clients to visit your booth
  - Reserve an ASTRO Bistro table
  - Schedule a badge pickup appointment
  - Designate your onsite contact
  - Order lead retrieval



### **Registering Booth Personnel**

- Exhibitors are allotted 4 complimentary booth personnel per 10 x 10.
- New this year! ASTRO Bistro Tickets can be purchased when registering your booth personnel
- Booth personnel can be purchased over the allotment at the below rates
  - On or before August 25: \$175
  - After August 25: \$225
- Advantages to registering booth personnel in advance:
  - Expedites the onsite process
  - Gives you the option to pick up all your badges at once

### **Registering Booth Personnel**



#ASTRO16

2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON

irst Name	First Name	
ast Name	Last Name	
mail	Unique Email Address is Required	
A STRO BISTRO		
een the Bistro at the F	offering a new dining experience for attendees in the Exhibit Hall - the AST RSNA and ASCO Annual Meetings. The ASTRO Bistro will provide buffet-sty ay. The ASTRO Bistro provides a comfortable place to eat, meet and netwo	le meals with different cuisine
	5, 2016 - Tuesday, September 27, 2016 Sunday/Monday/Tuesday Bistro	\$75
Sunday, September 2	5, 2016	
0 *	Sunday Bistro	\$25
Monday, September 2	26, 2016	
0 *	Monday Bistro	\$25
	27, 2016	
Tuesday, September 2	Tuesday Bistro	\$25
Tuesday, September 2		



2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON

## **Registering Full Conference Exhibitors**

- Booth personnel who also want to attend conference and receive CMEs can be registered as a full conference exhibitor.
- Enter the last name and email address or ASTRO ID of the exhibitor.

education credits an	d like to receive continuing medical d the registration materials can all Conference attendee.
Last Name:	(required)
Email:	
OR	
ASTRO ID #:	(preferred)



# **Registering Full Conference Exhibitors**

- Select your exhibitor from the search results.
- If they are not listed, click Not Listed and you will be able to enter their contact information.



Select the name of the individual that you would like to register from the list below. If the person that you wish to register is not listed below, click the "Not Listed" button to continue the registration process.



#ASTRO1

### **Converting Attendees to Full Conference Exhibitors**

• New This Year! You can convert attendees to full conference exhibitors.

Convert Registered Full Conference Attendees to Exhibitor Full Conference

CONVERT ATTENDEES



2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON

### **Converting Attendees to Full Conference Exhibitors**

- To convert a registered full conference attendee to a full conference exhibitor, enter their email address and click continue.
- The registration record matching that email address will be added to your booth.



### **Booth Personnel vs. Full Conference Exhibitor**

### • Booth Personnel

- Staff the exhibitor booth
- Has access to the expo floor during set up, tear down, and during show hours.
- Can access education sessions on a space-available basis, but is not eligible for CME credit.
- Full Conference Exhibitor
  - Staff the exhibitor booth
  - Has access to the expo floor during set up, tear down, and during show hours.
  - Can attendee education sessions and ticketed sessions, and will receive CME credit.
- Exhibitor Registration Rules and Regulations

<u>https://www.astro.org/Exhibitor-Resource-Center/ASTRO-Meetings/2016/2016-ASTRO-Annual-Meeting/Exhibitor-Resource-Center/Exhibitor-Registration/</u>

## **Viewing/Modifying Booth Personnel**

 Through the website, you are able to see who is registered for your booth, update their information, and add ASTRO Bistro Tickets.



2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON

# Viewing/Modifying Booth Personnel

- You will see a list of the exhibitors connected to your booth.
- Click Modify Registration to update their contact information or events.
- Click Email Confirmation to send the exhibitor a registration confirmation email.
- Click Cancel Registration to cancel.

REFRESH PAGE		RETURN TO MAIN M
REGISTRATION INFORMATION		
Name	Email	Registration Type
Test, Exhibitor 1	exhibitor1test@spargoinc.com	Full Conference Registration
MODIFY REGISTRATION	EMAIL CONFIRMATION	CANCEL REGISTRATION
	Badge Preview	
	ASTRO'S SRTH ANNUAL MEETING ENHANCING VALUE IMPROVING OUTCOME METING MATE SPITURE 253,216 · DOINT MATE SPITURE 3.52,216 · RETING MOTION ARE EMPIRICATED	
	<b>EXHIBITOR 1 TEST</b>	
	SPARGO EXH INC	
	FAIRFAX, HK	
l		

ENU

# Viewing/Modifying Booth Personnel

- Booth contacts are the only people authorized to make changes to booth personnel records.
- Cancellations for full conference exhibitors must be sent in writing to <u>astroregistration@spargoinc.com</u> and are subject to the conference cancellation policy.
- Cancellation Policies
  - Exhibitor Policies and Procedures: <u>https://www.astro.org/Exhibitor-Resource-Center/ASTRO-Meetings/2016/2016-ASTRO-Annual-Meeting/Exhibitor-Resource-Center/Exhibitor-Registration/</u>
  - Conference Cancellation Policy: <u>https://www.astro.org/Meetings-and-Education/ASTRO-Meetings/2016/Annual-Meeting/Registration-Policies/</u>

- Each exhibiting company is entitled to five (5) complimentary exhibit hall only passes for their guests to visit the hall during show hours.
- Guests are sent an email with a promo code and instructions on how to register through the attendee registration website for free.
- Once all five passes have been used, guests can register for the exhibit hall only pass at the member/nonmember rate:
  - Members: \$235
  - Nonmembers: \$485
- Exhibitor Guest badges are picked up onsite at the Exhibitor Registration Counters.

- To invite your clients, select the number of individuals you are inviting and click Invite Client.
- You can send up to 10 email at a time.





• Enter the name and email address of the individual and click continue.

#### COMPLIMENTARY EXHIBIT HALL PASSES

Send prospective guests a special invitation by email with a promotional code that entitles the guest to a complimentary Exhibit Hall only registration.

This complimentary Exhibit Hall pass entitles the holder to complimentary admission to the ASTRO Exhibit Hall during show hours from Sunday, September 25 - Tuesday, September 27.

To see a preview of the letter that you will be sending, click here.

	First Name	Last Name	Email
1.	Allison	Bowman	allison.bowman@jspargo.com
2.	Fred	Flintstone	fred.flintstone@bedrock.com
CONTINU	JE		CANCEL



### COMPLIMENTARY EXHIBIT HALL PASS COURTESY OF TEST TEST

#### Dear Allison:

The 58th ASTRO Annual Meeting will take place in Boston, September 25-28, 2016. As an exhibitor, we cordially invite you to be our guest at this year's ASTRO meeting and are pleased to offer you a complimentary pass to visit us in booth 12096 in the Exhibit Hall. This complimentary pass provides you with free admission to the ASTRO Exhibit Hall from Sunday, September 25 - Tuesday, September 27, during show hours.

To take advantage of this complimentary Exhibit Hall pass, please enter the following promotional code when registering on ASTRO's website: **EXG733206** 

#### **REGISTER TODAY**

Should you have any questions about registering for the ASTRO Annual Meeting, please don't hesitate to contact the ASTRO Registration Center at 1-800-541-6058 or 703-449-6418 or astroregistration@spargoinc.com for assistance.

The ASTRO Annual Meeting is the most important gathering in the field of radiation oncology, and we hope you will join us in Boston for this outstanding educational event. Please be sure to stop by and see us in booth 12096 in the ASTRO Exhibit Hall.

Sincerely, TEST TEST Booth [12096]

> The ASTRO Exhibit Hall will be located in Halls A/B at the Boston Convention and Exhibition Center. The Exhibit Hall will be open as follows:

> > Sunday, September 25:
> >  10:00 a.m. - 5:00 p.m.
> >
> >
> >  Monday, September 26:
> >  10:00 a.m. - 5:00 p.m.
> >
> >
> >  Tuesday, September 27:
> >  10:00 a.m. - 5:00 p.m.



#### 2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON

- You can also view a list of guests who have accepted your invitation.
- Click the View Accepted Invitations button.



- This will take you to a list of guests who have registered using the promo code provided in the email.
- If they registered without the promo code, they will not appear in this list.

REGISTRATION INFOR	MATION		
REFRESH PAGE			RETURN TO MAIN MENU
Name	Status/Reg Fee	Reg Option	Badge Layout
3ranco, Allison	Active	Exhibitor Guest	ALLISON ALLISON BRANCO EXHIBITOR GUEST EXHIBIT H ONLY J. SPARGO & ASSOCIATES, IN FAIRFAX, VA
			EXHIBITOR GUEST



### **Reserving an ASTRO Bistro Table**

- New this year! We are offering a new dining experience in the Exhibit Hall - the ASTRO Bistro.
- Small or large tables at the Bistro can be reserved all day for your company with the purchase of 10 or 20 tickets.
- To reserve a table, click the Reserve Table button.

### Reserve ASTRO Bistro Table

New this year! We are offering a new dining experience for attendees in the Exhibit Hall - the ASTRO Bistro. (more details...)

RESERVE TABLE



### **Reserving an ASTRO Bistro Table**

- This will take you to the ASTRO Bistro website where you can purchase tickets, view sample menus, and find out more information about the Bistro.
- <u>http://www.bistrotick</u> <u>ets.com/astro/</u>

# ASTRO Bistro

ABOUT ASTRO BISTRO BUY TICKETS MENUS LOCATION CONCIERGE SERVICE BISTRO FAQ



### THE ASTRO BISTRO IS THE BEST PLACE TO EAT, MEET, AND NETWORK AT THE 2016 ASTRO ANNUAL MEETING!

With an extensive gourmet menu and ample seating, the ASTRO Bistro is a convenient option to sit down to a comfortable lunch and network with colleagues.

#### WHY CHOOSE THE ASTRO BISTRO?

- Convenient location in the ASTRO Exhibit Hall
- Open for lunch during the ASTRO 2016 Annual Meeting
  - Sunday, September 25, 2016 from 11:00AM to 2:30PM
  - Monday, September 26, 2016 from 11:00AM to 2:30PM
  - Tuesday, September 27, 2016 from 11:00AM to 2:30PM
- Rotating menus include a variety of healthy and delicious options

#### **RESERVE A TABLE**

- Small or large tables at the Bistro can be reserved all day for your company with purchase of 10 or 20 tickets
- Small Table Ticket Package: \$240; includes all-day access to a large round table (seats 4) and 10 individual lunch tickets
- Large Table Ticket Package: \$480; includes 20 individual lunch tickets and all-day reserved access to a large round table

#### PRE-PURCHASE BISTRO TICKETS

Click "ADD TO CART" next to the day you would like to have lunch at the Bistro. You will be prompted on next page to choose a package type, quantity, and continue shopping or check out.



### **Badge Pickup Appointments**

- Benefits of scheduling an appointment
  - Booth Personnel wont have to wait in line!
    - The Booth contact or onsite contact can pick up all your booth badges at once and distribute them to your staff.
  - Decrease wait time.
    - Designating a time allows registration staff to have everything ready in advance.
- Only the booth contact or designated onsite contact can pick up badges at the badge pick up appointment
- Contact picking up the badge must pick up all badges at the appointment and is responsible for distributing the badges to the booth personnel.

### **Badge Pickup Appointments**

- To schedule an appointment, click Add/Modify Appointment.
- Select an available time from the list
- To cancel an appointment, click the Cancel Appointment button.

### **Badge Mailing/Pick up Option** Your current badge pick up option is: Hold Badges for Badge Contact Hold Badges for Badge Contact UPDATE BADGE PICK UP OPTION **Badge Pickup Appointment** Your current appointment is set for Thursday, September 22, 2016 at 9:30 AM Badge pickup appointments cannot be scheduled at this time. ADD/MODIFY APPOINTMENT CANCEL APPOINTMENT

#ASTRO1

### **Designating an Onsite Contact**

- Onsite contacts
  - Pick up badges
  - Authorize changes to booth personnel
- To designate a contact simply type their name and phone number and click Update.

ontact information.	rovide your company's on-site
contact Name:	
cell Phone:	



### **Order Lead Retrieval**

- Pre-Ordering your Lead Retrieval units saves you money and ensures you can get a hand held unit onsite.
- Hand Held Units
  - Before 8/25: \$375
  - After 8/25: \$425
- Mobile App: \$325
- Contact <u>directlead@spargoinc.com</u> with questions



Thank you for your participation in today's webinar!

Please contact Shirley Harris or Stephanie Houck with any questions.

Shirley Harris – Phone: 703-679-3953 shirley.harris@spargoinc.com

Stephanie Houck – Phone: 703-679-3972 stephanie.houck@spargoinc.com

### **NEXT WEBINAR:**

"Final Preparations for the 2016 Annual Meeting & Exposition"

August 25, 2016 at 3:00 p.m. EDT

