

Exhibitor Registration How-to-Guide

2023 PDC Summit

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the 2023 PDC Summit Portal. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any ASHE events, please ensure you are logged into the correct event, “2023 PDC Summit Portal”. If you are not, select from the dropdown.
- If available, select the 2023 Events follow by 2023 PDC Summit event. If not available, paste the link Onsite.cvent.com/exhibitor into your browser.

Select an Event

Filter

- 2022 Events
- 2022 Events
- 2023 Events
- All Past Events

Copy of 2022 ASHE AC - In Person [TEMP] May 27, 2022
ASHE Annual Exhibitor Example

2022 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction Mar 20, 2022
ASHE TEST Exhibitor

Enter an event code to join a new event

+ Join event

Or

2023 PDC SUMMIT: INTERNATIONAL SUMMIT & EXHIBITION ON HEALTH FACILITY PLANNING DESIGN CONSTRUCTION

Enter details to add your company.

Email
mtejeda@aha.org

Your Company Name
ASHE

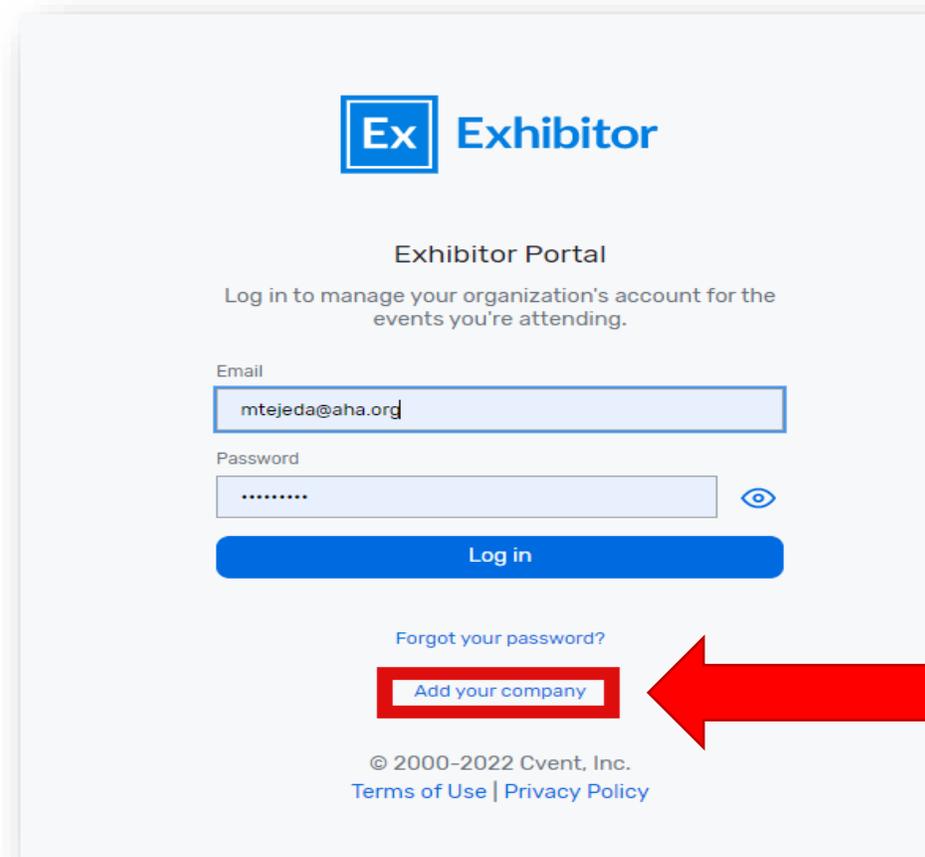
First Name Required
Maria
25 characters remaining

Last Name Required
Tejeda
24 characters remaining

Create account

Important note when logging into your portal

- Anytime you reach this page, **never** click *Add your Company*. Your company can only be added by ASHE staff.
 - **If you click this feature, you will be adding a new portal which will confuse our system. Then potentially, all the work and registrations you submitted will be cancelled and lost.**



Ex Exhibitor

Exhibitor Portal

Log in to manage your organization's account for the events you're attending.

Email

mtejeda@aha.org

Password

.....

Log in

Forgot your password?

Add your company

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Never click *Add your company*.

Register Your Onsite Staff

- Once logged into your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select “Team” from the left side navigation bar or select “Find Onsite Staff” on the landing page.

The screenshot displays the Exhibitor Portal interface for the 2023 PDC Summit. The left navigation bar includes options: Overview, Tasks, Profile, Team (highlighted with a green box and arrow), Licenses, Reports, and Lead Collection. The main content area features a 'Tasks' section with six cards: Exhibitor Tasks (0 tasks to complete), Exhibitor Profile (Finish profile), Get Lead Retrieval (0 licenses assigned), Assign Licenses (0 licenses available), Lead Qualification Questions (View questions), and Onsite Staff (0 onsite staff, with 'Find onsite staff' button highlighted by a green box and arrow). The top right corner has a 'Switch event' button and help icons.

Register Your Onsite Staff

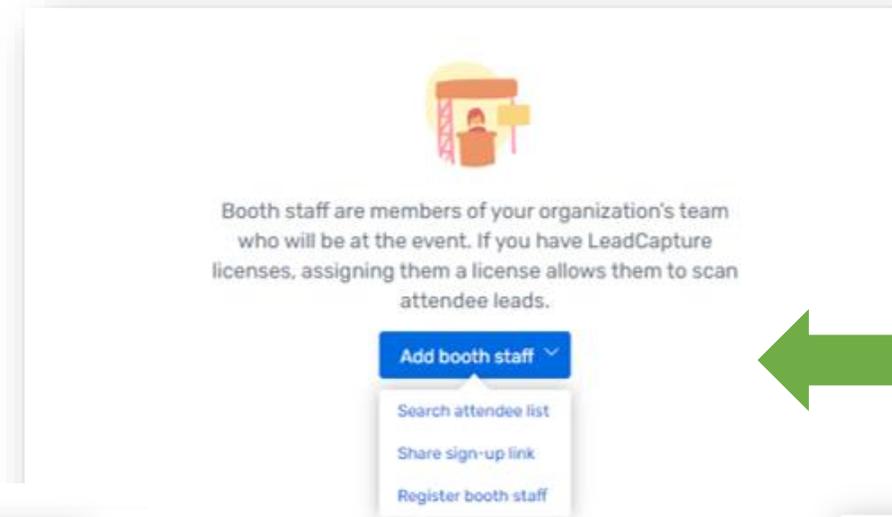
- To begin, select the “Add booth staff” button. Here you will select your process forward by either “Share sign-up link” or “Register booth staff”.

The screenshot shows a 'Team' management interface with two tabs: 'Booth Staff' (selected) and 'Admins'. A green callout box points to a 'Registrations Available' table:

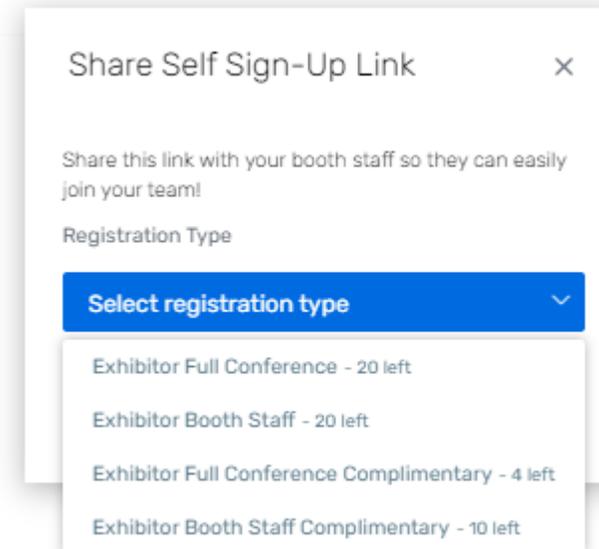
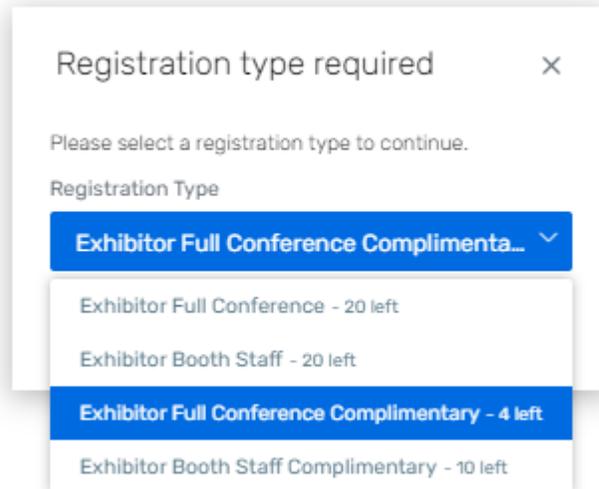
Registrations Available	
20 Exhibitor Full Conference	20 Exhibitor Booth Staff
5 Exhibitor Full Conference Compli...	10 Exhibitor Booth Staff Compli...

Below the tabs, there is an icon of a person at a booth and a text block: "Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads." A dropdown menu is open under the 'Add booth staff' button, showing three options: 'Add booth staff', 'Search attendee list', 'Share sign-up link', and 'Register booth staff'. A green callout box points to the 'Search attendee list' option with the text: "Please do not select **Search attendee list** since you are newly registering your team."

Select Your Registration Type



If you choose to the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your teammate can register themselves. **Special note: The options that read Complimentary are your team's allotments.**



Select Your Registration Type



Booth staff are members of your organization's team who will be at the event. If you have LeadCapture licenses, assigning them a license allows them to scan attendee leads.

Add booth staff ▾

Search attendee list

Share sign-up link

Register booth staff

Registration type required ×

Please select a registration type to continue.

Registration Type

Exhibitor Full Conference Complimenta... ▾

Exhibitor Full Conference - 20 left

Exhibitor Booth Staff - 20 left

Exhibitor Full Conference Complimentary - 4 left

Exhibitor Booth Staff Complimentary - 10 left

If you choose to the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.

As a reminder:

- **Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff Complimentary** = Exhibiting companies complimentary exhibitor hall only registration allotments
- **Exhibitor Full Conference*** = An additional Full Conference registration you would like to pay for (\$850.00)
- **Exhibitor Booth Staff** = An additional exhibit hall only registration you would like to pay for (\$100.00)

**Full Conference exhibitors can attend sessions and collect CECs*

Personal Information

Admins, if registering on behalf of your booth staff, please remember to use the CC Email Address option if you would like to be copied on your staff's confirmation email.

The CC Email Address will come in hand if you would like to modify, cancel, substitute or make hotel reservations for your registrant.

All of this information can be found only within the confirmation email.

Personal Information

Fill out the information below, then click Next to continue.

If you have any updates to your Contact information, especially email, please update in your ASHE/AHA profile [HERE](#) first.

Salutation

* First Name

* Preferred First Name on Badge

* Last Name

Suffix

* Email Address

CC Email Address

Hotel Accommodations

Congratulations, you are now registered!

Your Confirmation Number is:

QYNQSDFSJ47

You will receive an email with your registration details.

Add to Calendar

Submit Payment

Registration Summary

Review your registration information below

Maria Tejada
mariaelentejada@aol.com

Official Conference Hotels

Sheraton Phoenix Downtown - Headquarters Hotel

Exhibitor Booking [Click Here](#)

Hyatt Regency

Exhibitor Booking [Click Here](#)

See you in...



DAYS



HOURS



MINUTES



SECONDS

Modify Registration

Cancel Registration

On the confirmation page scroll until you see **Official Conference Hotels**.

Registration Confirmation

- Once successfully registered, you will receive a confirmation email similar to this.
- Here you will have access to:
 - Edit or cancel the registration
 - Official registration confirmation number
 - Housing block registration information and link



2023 PDC SUMMIT
March 12-15 Phoenix

Dear Maria,

Thank you for registering for the 2023 PDC Summit. Please save this message for future reference. Carefully review the information below it includes your registration details, hotel information, and conference policies.

Location:
Phoenix Convention Center
100 North 3rd Street AC
Phoenix, AZ 85004

Hotel Links:
Sharon
- <http://book.passkey.com/60280805>
Hvatt Regenov
- <http://www.hvatt.com/en-US/group-bookings/PHXRP19-AHAWEXHIBITOR>

Cutoff Date for Discounted Hotel Rate: February 16, 2023, or until all rooms in the group block have been reserved, whichever occurs first. Further hotel information can be found below.

PRINT CONFERENCE PURCHASE: [Print the Invoices](#)

Event: 2023 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction

Attending: Maria Tejada

Confirmation Number: QYNQSDFSJ47

To view or modify the online registration, [Click here](#). You will be asked to enter your name and the confirmation number shown below.

All educational sessions and most events will take place at the convention center. However, to see the full schedule and most current locations, please refer to the conference mobile app that will be released about a week before the conference start date.

Would you like to be an ASHE Member? [Join ASHE Today!](#)

Registration Information

Maria Tejada	
Exhibitor Full Conference - Complimentary	
Sessions	
March 13, 2023	
9:45 AM - 10:45 AM	LLUMC: Monumental Building for

Cancel or Modify Existing Registration

- To cancel or modify an existing registration. Follow the **green** arrow to locate the “**CLICK HERE**” link within the registration confirmation email. You can also find their confirmation number in the exhibitor portal under Team.

PRINT CONFERENCE PURCHASE: [Print the invoices](#)

Event: 2023 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction

Attending: Maria Tejada

Confirmation Number: QYNQSDFSJ47

To view or modify the online registration, [Click here](#). You will be asked to enter your name and the confirmation number shown below.

All educational sessions and most events will take place at the convention center. However, to see the full schedule and most current locations, please refer to the conference mobile app that will be released about a week before the conference start date.



Confirmation number in the confirmation email

Registration Information

Maria Tejada
Exhibitor Full Conference - Complimentary

Sessions

March 13, 2023	9:45 AM - 10:45 AM	LLUMC: Monumental Building for Body, Mind and Spirit
March 14, 2023	8:15 AM - 9:15 AM	Roadmap to Health Care Codes and Standards
March 15, 2023	11:00 AM - 12:00 PM	Ambulatory Care of the Future: The Digital Patient and Caregiver

View or modify your registration [Click here](#)



Team

Booth Staff Admins

MT Maria Tejada
mariaelenatejada@aol.com
Registration type: Exhibitor Full Conference Complimentary
Confirmation number: QYNQSDFSJ47

Confirmation number in the Exhibitor Portal

Cancel or Modify Existing Registration

- The link will direct you to the “Already registered?” landing page.
 - Enter the registrant’s confirmation number click “Log in”

Special Note: To switch or swap team members, you *must first cancel* the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

Team

Booth Staff

Admins



Maria Tejada

mariaelenatejada@aol.com

Registration type: Exhibitor Full Conference Complimentary

Confirmation number: QYNQSDFSJ47



Already registered?



Welcome back!

Enter your confirmation number to log in.
Not Maria Tejada? [Switch account](#)

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Cancel or Modify Existing Registration

- On the Confirmation page, scroll down until you see the “Cancel Registration” button.
- Complete the required fields and select “Submit” to process cancellation.

Official Conference Hotels

Sheraton Phoenix Downtown - Headquarters Hotel
[Exhibitor Booking Click Here](#)

Hyatt Regency
[Exhibitor Booking Click Here](#)

See you in...

DAYS HOURS MINUTES SECONDS

[Modify Registration](#) [Cancel Registration](#)

We're sorry that you can't attend
Please fill out the following information and click Submit.

First Name
Maria

Last Name
Tejeda

Email Address
mariaedenatejeda@aol.com

Mobile
312-422-3818

Company
ASHE/AHA

Title
Education Coordinator

Let us know why you can't attend

Refund
The refund will be issued using the original payment method.

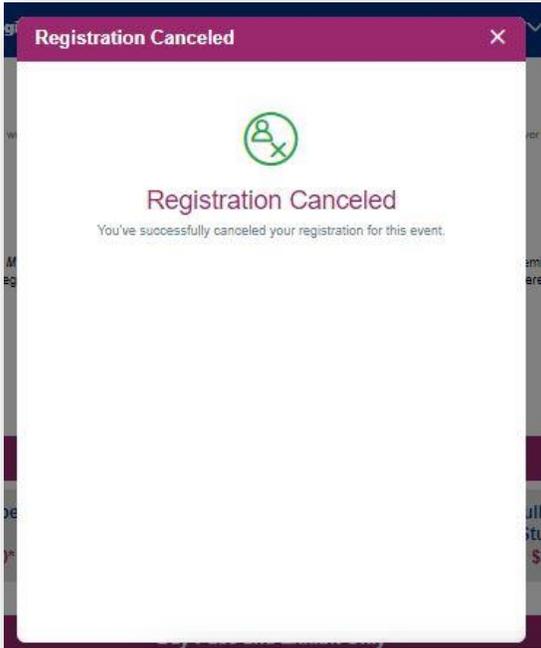
Item	Amount
Admission Item <small>Exhibitor Full Conference - Complimentary</small>	\$0.00
Subtotal	\$0.00
Refund Total	\$0.00

[Cancel](#) [Submit](#)

Cancel or Modify Existing Registration

- Once the cancellation has been processed, you will receive the below confirmation.
- When navigating back to your Exhibitor Portal, you will see the confirmed cancellation along with the updated badge allotment available.

Special Note: It may take up to 2 hours for the changes to reflect within your exhibitor portal.



Registrations Available	
20 Exhibitor Full Conference	20 Exhibitor Booth Staff
5 Exhibitor Full Conference Compli...	10 Exhibitor Booth Staff Compli...



Registrations Available	
20 Exhibitor Full Conference	20 Exhibitor Booth Staff
5 Exhibitor Full Conference Compli...	10 Exhibitor Booth Staff Compli...

Team

Booth Staff Admins

MT Maria Tejada **Cancelled**
mariaelenatejeda@adot.com
Registration type: Exhibitor Full Conference Complimentary
Confirmation number: QYNQSDFSJ47

Add booth staff

Remove

Updating Your Exhibitor Profile

- Information uploaded directly into the Exhibitor Profile will be used in the 2023 PDC Summit mobile app.
- Select “Exhibitor Profile” from the left side navigation bar or “Finish Profile” on the landing page to begin.

The screenshot displays the exhibitor dashboard for the 2023 PDC Summit. The header includes the event name, dates (March 12-15, 2023), and location (Phoenix Convention Center). A left-hand navigation menu lists various options, with 'Profile' highlighted in green. The main content area, titled 'Tasks', features three cards: 'Exhibitor Tasks' (0 tasks to complete), 'Exhibitor Profile' (with a 'Finish profile' button highlighted in green), and 'Get Lead Retrieval' (0 licenses assigned).

2023 PDC Summit: International Summit & Exhibition on Health...
Mar 12 - 15, 2023
ASHE Team AHA

Welcome to 2023 PDC Summit: International Summit & Exhibition on Health Facility Planning Design Construction
March 12, 2023 at 7:00 AM - March 15, 2023 at 7:00 PM Phoenix Convention Center

Tasks

- Exhibitor Tasks**
You have 0 tasks to complete
[View tasks](#)
- Exhibitor Profile**
Create an exhibitor profile to share with the event planners and to populate your virtual booth
[Finish profile](#)
- Get Lead Retrieval**
Right now, you have 0 LeadCapture licenses assigned to you. You can buy more licenses before the event starts.
[Buy lead retrieval](#)

Updating Your Exhibitor Profile

- When completing your company information, please be sure to upload your company's logo. The platform recommends square images larger than 300x300 pixels
 - *Please note: if the image does not match the recommendation, this may cause the logo to appear distorted.*
- Requested information includes:
 - Company name
 - Description
 - Company phone number
 - Company email address
 - Website
 - Social media handles and more

The screenshot shows a web form for updating an exhibitor profile. It is divided into several sections:

- Company Logo:** Features the ASHE logo and a text prompt: "We recommend square images larger than 300x300 pixels." There are "Upload" and "Delete" buttons.
- Virtual Booth Banner:** Includes a dashed box for the banner image and a text prompt: "This banner will appear on virtual booths in Attendee Hub. We recommend images that are 1072x100 pixels with an aspect ratio of 53x6x10 pixels." There is an "Upload" button.
- Exhibitor Information:** Contains several text input fields:
 - Company Name (Required): "ASHE Team ASH"
 - Description: "0,000 remaining"
 - Tagline: "0,000 remaining"
 - Event/Booth Location: "ASHE 2024"
 - Tax ID/VAT Number
 - Virtual Meeting URL
 - Virtual Meet Key
- Address:** Includes a dropdown for Country (set to "United States"), and input fields for Street Address (155 N. LaSalle St), Address 2 (Suite 400), City (Chicago), State/Province (IL), and ZIP/Postal Code (60601).
- Contact Information:** Includes input fields for Work Phone (312-423-3800), Mobile Phone, Other Phone, Email (ashe@ashe.org), Website, LinkedIn URL, Twitter URL, Facebook URL, and Instagram URL.

Helpful Tips & Tricks

- If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or
 - You can go into Incognito mode. Shortcuts below by browser.
 - Chrome: **Press Ctrl + Shift + n**
 - Microsoft Edge: **Press Ctrl-Shift-N**
 - Firefox: **Press Shift + CTRL + P**
 - Safari:
 - For Windows: Press **Ctrl-Shift-N**
 - For macOS: Press **⌘-Shift-N**
- Direct exhibitor registration question to the portal platform. Reach out to the **Lead Capture Team** and mention the event: *2023 PDC Summit*.
- **How to reach the Lead Capture Team:**
 - Email: leadcapture@cvent.com.
 - Call: 866-318-4357 (when prompted press: 1 → 1 → 7)
 - The exhibitors can let the team know their preference i.e. Zoom, Call or Email
- Maria Tejada can also assist with exhibitor. ASHEeducation@aha.org or 312-422-3818. To book time with Maria follow the link [Book 15 Minutes with Maria Tejada](#).
- Questions regarding your exhibit space logistics, please contact ASHE Show Management at ASHE@smithbucklin.com.
- For additional exhibitor resource such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).