Attendee Online Registration Tutorial

What do I need to register?

- Your WEF Account Information (Last Name and Email Address)
- A unique email address is required for each registrant.
- A credit card (Visa, MasterCard or American Express)

Click Register Now? or Already Registered?

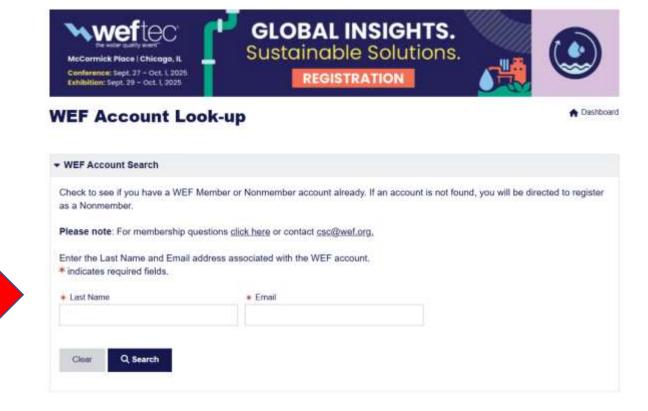


WEF Account Look Up

<u>Click Here To Get Started</u>. If the embedded hyperlink doesn't work, copy & paste: https://registration.experientevent.com/ShowWEF251/Flow/ATT

Search for your WEF Account by entering your **Last Name and Email Address associated with your WEF account [they must match]**. Membership is **not** required to have a WEF account.

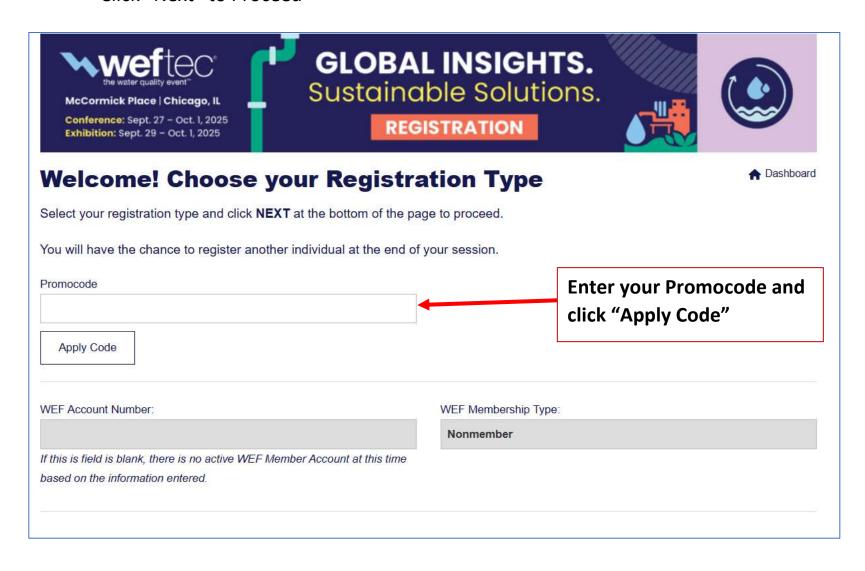
- If results are found, select the record that matches your information to continue.
- If an account is not found, you will be directed to register as a Nonmember.
- For questions about your WEF account or joining WEF contact <u>csc@wef.org</u> or <u>click here</u>.
- NEW This year: No more wait after becoming a member of WEF, member rates will reflect after joining.



Use the last name and email address associated with your WEF account. [must match]

Promocode and Registration Type

- Select a Registration Type
- Click "Next" to Proceed



Add Your Events

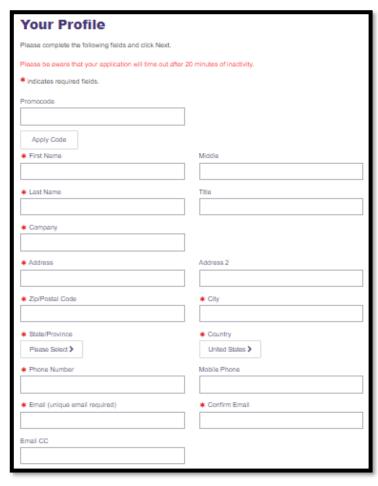
- Click "Add" to select or remove an event.
- Click the event and day buttons to filter your selections or use the search box.
- Click on the same button to de-select that specific filter group.
- Click the title of the Event for descriptions and details.
- Click "Next" to continue.

Events are not included with conference registration. Additional fees may apply.



Complete Your Profile

- Enter your profile and contact information
- Emergency contact information
- SMS Alerts
- Review and sign the Assumption of Risk Waiver
- Review and Accept Terms and Conditions



Review and Sign the Assumption of Risk Waiver

Assumption of the Risk and Waiver of Liability By registering for WEFTEC 2025 ("Event"), I attest to and accept the terms and conditions outlined in the WEF Event Assumption of the Risk and Waiver of Liability. * Please check "I Accept" and type the name of the registrant below. O I Accept * Type Name of Registrant

Tell us about yourself

Click on the arrows to view the drop-down menus and make your selection(s).



Sustainability at WEFTEC

Select your contribution and click "Next" to continue.

Offset Your Travel to WEFTEC 2025

Dashboard

Thanks to the generous donations from our attendees, exhibitors, and suppliers, along with a matching donation from WEF, we offset 55% of GHG emissions from travel to New Orleans through purchasing carbon offsets.

We are offering the opportunity for you to donate again this year. Your donation will be used to purchase carbon offsets to support investments in projects that reduce or remove greenhouse gases from the atmosphere, such as reforestation, renewable energy, and energy efficiency initiatives.

A carbon offset icon will be printed on badges to acknowledge everyone that donated.

* indicates required fields.

* Y	es, l	would	like	to make	this	contribution	ı as	part o	of my	registration	payment	
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O \$10

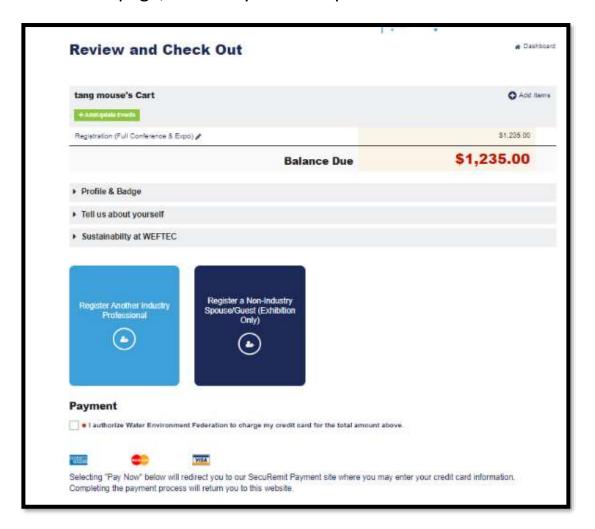
O \$20 Other Amount

O No Thanks!

Thank you for supporting this important sustainability initiative.

Review and Check Out

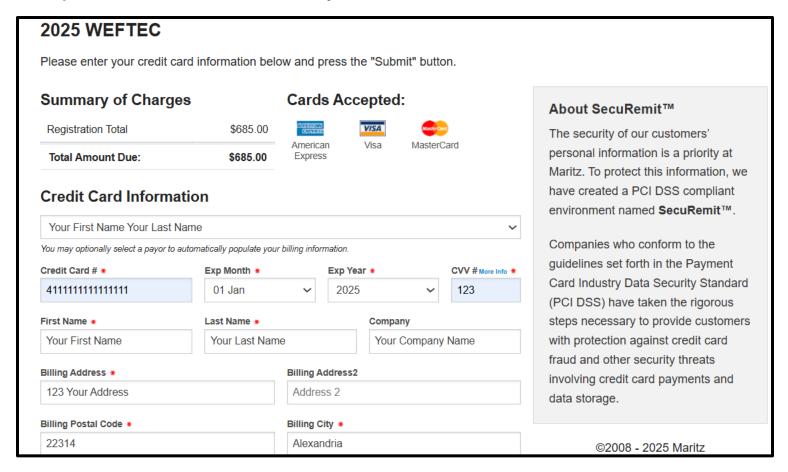
- Click the drop down menu arrows to review informtion
- You may add another Industry Professional or Non-Industry Guest, Expo Only registration fees apply before checking out.
- Click payment box to authorize payment
- At the bottom of the page, click "Pay Now" to proceed.



Payment

- Review Summary of Charges
- Fill out credit card and billing information. Visa, Mastercard or Amerian Express are accepted
- Click the green submit button

Not Accepted: Checks, Cash, Wire Transfers and Purchase Orders





Questions?

Registration Live Chat Help: Click on the "Live Chat" button at the bottom right corner of each section

Registration Questions:

- <u>Email</u> Maritz Global Events (MGE)
- Globally: +1-864-208-3376
 Monday Friday, 9:00 AM 5:00 PM Eastern

WEF Account or Membership Questions:

Email: <u>csc@wef.org</u>

• Toll Free: 1-800-666-0206