

## **Cvent Email sent approximately 2/10 or when you registered for the conference – updated 2/23/2022**

NCRA is using the Cvent Attendee Hub to support our 2022 Annual Conference. If you have been with us at a past face-to-face (F2F) event, the Attendee Hub is replacing the Crowd Compass App. Attendees will use the hub to review the agenda, download handouts and learn about our vendors.

To make hotel reservations, please call the Washington Duke Inn (919-490-0999). Tell them you with the North Carolina Rheumatology Association. Our hotel block closes on March 1. Do not use the online registration portal as you will not be given our guest rate (\$199). The current rate on registration portal \$376 before taxes and other fees.

You were sent a link to register your attendees the same day you received this via email. Please register them before March 11. This is the same link you will use to add a few items to your profile. The subject line reads: Welcome to the 2022 NCRA Annual Conference

If you would like someone else to register your attendees and/or build your exhibit hall profile, you must log in and add them as an admin. You must be an admin to ensure you have access to the exhibit hall information closer to the conference. Do NOT forward the email to someone else. This invitation is unique to your email. To add another admin, you will need to:

- Click on Team in the left column
- Click on the Admin tab
- Click Add Admin
  - Enter their information and send an email.

Please ensure that the event in the left column reads 2022 NCRA Annual. If you were the admin for the NCRA 2021 conference or the NORM 2022 conference, you may need to switch events.

To add Booth Staff (your representatives attending the conference) you have two options. You can register them yourself or you can email them the link. If you share the link, remember that you have a limited number of free registrations based on your corporate member level or sponsor/exhibitor space. The number of registrations available will be seen when you click Registration Type – Vendor. For example, if you are allowed four attendees and you send it to four people and they share with others, the first four that register will be all that are allowed to represent your organization for free. You also have a limited number of additional booth staff you can add for a price.

- Ensure that you are on the booth staff tab if you added an admin
- Click add staff
- To share link click on Share Sign-up Link
  - Select Registration Type – Vendor (for free registrations)
    - copy link
    - send in an email to your representatives
  - To add additional attendees – select Registration Type – Vendor Additional Attendee
    - copy link
    - send in an email to your representatives
- To register your team yourself click on Use Event Site
  - Select Registration Type -Vendor
    - Launch Event Site
    - Complete the registration form
  - To add additional attendees – select Registration Type – Vendor Additional Attendee
    - copy link
    - send in an email to your representatives

Cvent has been notified that there is sometimes an issue when you try to register multiple people at one time. Currently you need to wait approximately 30 minutes to register the next person. The issue has been escalated at Cvent.

Do not add your booth staff as admins. I will remove them.

To add items to the exhibitor booth on the attendee hub, please see the attached instructions. As the conference is face to face we advise you to add limited items to the profile. Your logo, banner, and a more detailed description are important items to add to ensure that attendees are aware you are in the exhibit hall.

Tammy