Exhibitor Registration & Hotel Reservation Portal Instructions

Logging In

1. From the BIO International Convention Exhibitor Dashboard login using the credentials emailed to you.

2. Once logged in, click the Exhibitor Registration & Housing button. You will be automatically directed to the Registration & Housing website and logged in.
3. As the organizer for your group, the first time you log in, you will be asked to confirm your contact information. After you have confirmed your profile, you will be taken to the Room Block Request process.
**Room Block Request Process**

1. A minimum of (6) six hotel/room-type choices are required. **Please pay specific attention to the room type as you make your selections.** Once hotel choices are selected, click the arrows to place your hotels in the order of preference. To remove a selected hotel, click the red "x".

   **Hotel Preferences**

   - **Andaz Hotel**
     - Standard King Room: $269.00 / $299.00
   - **Embassy Suites**
     - Standard King Room: $269.00 / $299.00
   - **Embassy Suites**
     - Standard Two Double Beds Room: $269.00 / $299.00
   - **Hard Rock Hotel**
     - Studio King Room: $300.00 / $300.00
   - **Hard Rock Hotel**
     - Studio Two Queen Beds Room: $300.00 / $300.00

2. Use the arrows to adjust the order of preference. This additional criterion will assist us with assigning your room block.

**Additional Criteria**

- **1 Low Rate**
- **2 Hotel Preference**
- **3 Proximity to Event**
- **4 All Rooms at Same Hotel**
3. Enter your earliest arrival and latest departure date, the total number of rooms you need on the main event nights; then click the Apply button.

4. The website will refresh and provide you with an opportunity to adjust the number of rooms your group will need each night. Use the -/+ buttons to decrease or increase the number of rooms needed per night.

**Room Nights**
The suggested distribution of room nights is shown below. You may make adjustments as needed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Jun 13 2022</td>
<td>10</td>
</tr>
<tr>
<td>Tue, Jun 14 2022</td>
<td>10</td>
</tr>
<tr>
<td>Wed, Jun 15 2022</td>
<td>8</td>
</tr>
</tbody>
</table>

**Special Requests**

Characters remaining 400:
Use this space to add any information that would be helpful in fulfilling your requested block or if you are requesting over 5% of your historical pick-up. Please email our group coordinator if you would like your pick up from 2018 and 2019.
5. You will have the opportunity to review and return to edit your block request on the Block Request Summary. If you need to make any changes, use the edit button within that section. Once finished, click the **Submit Block Request** button.

Block Request Summary

- Hotel Preferences
- Additional Criteria
- Request Rooms

Submit Block Request

6. Your hotel room block has been submitted. You will receive an email confirmation of your submission. In 3-5 business days you will receive another email with your room block assignment and next steps. You must follow the next steps to guarantee your room block.
Group Registration

1. As the Group Contact, you can register individuals yourself by clicking on the “Manage Group” link on the main Dashboard.

2. After clicking on “Manage Group” a new screen will open called the “Group Summary” page. Then click on the “Add New Person” button.

3. Enter in 4 required fields (email, First Name, Last Name & Company) to search for the delegates record and click the “Continue” button.
4. Complete the individual’s profile and select the registration type needed. Once all required fields are complete, click the “Update” button.

5. After submitting the individual’s registration information, their actual registration is not complete until they have been paid for (or if you are using one of your complimentary allotments you must click the “Complete Registrations Now”). Click the “Pay Now” button at the bottom of the below grid.
   - In the “Registration” column, if you see a PURPLE button, that means that their registration details have not yet been entered. Click to start their registration.
   - In the “Registration” column, if you see a YELLOW button, that means that you still need to complete their registration by clicking on the “Complete Registrations Now” button at the bottom of the grid.
   - If the “Registration” column, if you see a GREEN button, that means that the individual’s registration is complete, and you can now send them an email confirmation by clicking on the “Send Confirmation(s)” button (which will send to ALL completed individuals) or you can click the envelope next to the individuals record (to only send to 1 individual.)
   - Housing -- there is also a button next to each individual where you can enter in their housing information.