Completing your ICIS Registration

1. **If necessary, join or renew your AIS membership**

    a. To do so, please visit the Join AIS page.

2. **Select "Register"**

3. **Select your Attendee Type**

    a. Full Conference Registration: Includes workshop options. Sign-in to get the AIS member rate.

    b. Ancillary Event Only: Selecting this option does not include access to the ICIS conference.

    c. Guest: Select this option AFTER you've completed your registration, select "Save & Add Another Attendee" once you complete your registration. Then select "Guest" as the attendee type, click next and complete the "Attendee Info", click next and complete the "Attendee Selections" and save.

4. **Select the "Next" button to continue**

5. **Complete registration information on the "Attendee Info" tab**

    a. The information currently listed in your AIS member profile will prepopulate in the appropriate fields in the Registration Information section

    b. Select the appropriate answers to the required questions

    c. Verify that the correct name and e-mail address are displaying in pre-populated fields. Please note that exact name/e-mail address submitted when you register is also required when checking-in onsite.

6. **Select the "Next" button to continue**

7. **Select your registration option under "Attendee Selections" tab**

8. **If applicable, add any ancillary meetings & workshops options.** Please click on the arrow to the left of the date to see all ancillary/workshop options for that day.

9. **Select the "Save & Add Another Attendee" if you need to register another colleague or a guest. Select "Save & Finalize Registration" if your**

registration is complete.

10. **On the "Checkout (Step 1 of 2)" page: Update the "recipient information and payment information"**

   a. Enter your payment information (if paying by wire transfer select the "Check/Money Order" option and contact the AIS Registrar at registrar@aisnet.org to request wire payment details).

   b. If you will be applying a promo code during your registration; enter the code in the "Promo Code" field then select the "Apply" button.

   c. If paying by "check/money order" option, you will receive an invoice.

   d. **Please note:** If your billing information is the same as your "recipient information" you may select the "Check here if the billing address is the same as the recipient information" box to copy your contact information in the Billing Information section

11. **Select the "Proceed to Confirmation," button**

12. **On the "Checkout (Step 2 of 2)" page: Verify/Confirm all registration details**

   a. Verify all of your contact information in the "Recipient Information" & the "Payment Information" sections. If you need to make any edits select the "edit" button in the applicable section.

   b. Verify/confirm your registration options and quantities

      i. Select your browser's back button to make any changes to the registration options or quantities

   c. Confirm the "Grand Total" includes all applicable discounts

13. **Select "Complete Order"**

14. **You will receive two emails shortly after your registration is complete**

   a. Email 1 - Conference Confirmation Letter

   b. Email 2 - Conference Registration Receipt

Making changes to your existing registration or to add a guest after your registration is

complete.

1. **Click on the "Register" button then "Modify an Existing Registration" Do NOT select "Add a New Registration"**
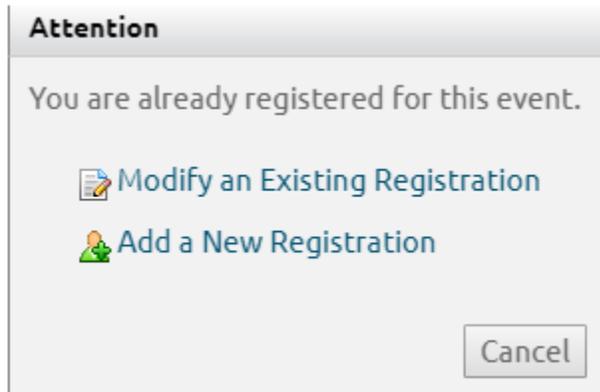
2. **Make modifications as needed (i.e. add ancillary/workshops). If you don't need to add a guest or purchase an event ticket, select "Save & Proceed to Checkout".**

3. **If you want to add a guest or purchase an event ticket, select "Save & Add Another Attendee".**

   a) For the Attendee Type, select "Guest" and select "Next".

   b) Complete the "Attendee Info" and select "Next".

   c) On the "Attendee Selections" page, select the guest or ticket option and if you don't have any additional guests to add, select "Save & Finalize Registration". If you have additional guests/tickets to purchase select "Save & Add Another Attendee".