

## Conference Sponsorship Enrollment

- 1. Enrollment link will be sent from NASCIO in advance of sponsor registration day.
- 2. One individual per company may enroll as the shopper for sponsorship day
  - This person is the only company representative that will be able to secure a sponsorship
- 3. A queue waiting room will open 30 minutes prior to registration opening. When registration opens, individuals in the waiting room will be randomized and placed in the queue to shop.

On sponsorship day...

NASCIO will send a link or you are welcome to visit the Sponsorship Registration page and click on the Sponsorship is Open image.

- 11:30 am ET
  - Click on the link emailed from NASCIO or the Sponsorship is Open image online
  - o enter email address used to enroll
  - o receive authentication code at email address used to enroll
  - enter code to access waiting room
- 12 pm ET

Sponsorship registration opens

- o everyone in the waiting room will be randomized and placed in a queue
- anyone joining after 12 pm will be placed at the back of the queue in the order they arrive
- Shop Smart & Quick

The queue allows one person into the system every minute

- To prevent competing against another shopper, make your selection and complete the process within one minute
- It is recommended you plan ahead for multiple options in case your first choice is sold out
- Thank You for Your Support

Once you've completed the process and hit Submit, you're all set. You'll receive an email confirmation immediately with follow up from the NASCIO team within 48 hours

\*NOTE: Do not leave the waiting room or queue once you have entered; doing so will jeopardize your company's ability to secure a sponsorship. Leaving the waiting room or queue does not automatically release the company for selection again.