

How to Register for the 2023 IRI Annual Conference

This step-by-step guide will walk you through the registration process in Cvent. Please follow the directions carefully. Please note that IRI members must use their company email address when registering. Those who wish to use one of your company's complimentary registrations will be able to look up their company's discount code at the end of the form. If you have any questions, please contact Mallory Smith at msmith@nam.org

Step 1: Enter your name and company email address in the provided fields. **You must use your company email address to access the discounted IRI member rates and list of complimentary registration codes.** Select 'IRI Member' from the drop-down menu, tell you how you heard about the event, and then click Next.

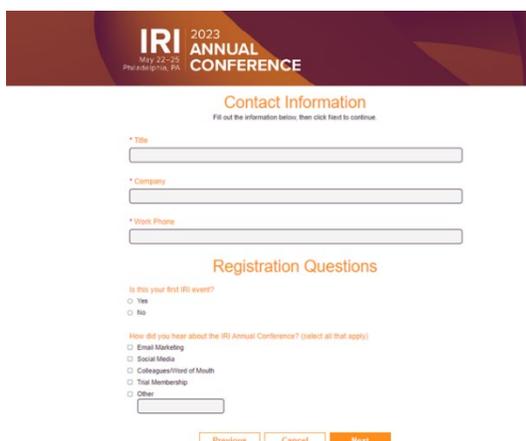


The screenshot shows the 'Personal Information' section of the registration form. At the top, it says 'IRI 2023 ANNUAL CONFERENCE' with dates 'May 22-25' and location 'Philadelphia, PA'. Below this, the title 'Personal Information' is followed by the instruction 'Fill out the information below, then click Next to continue.' The form contains the following fields:

- * First Name: A text input field.
- * Last Name: A text input field.
- * Email Address: A text input field.
- * Registration Type: A dropdown menu.
- I'm registering on behalf of this person: A checkbox.

At the bottom right of the form is an orange 'Next' button.

Step 2: Enter your contact information in the required fields and click Next.



The screenshot shows the 'Contact Information' and 'Registration Questions' sections of the registration form. At the top, it says 'IRI 2023 ANNUAL CONFERENCE' with dates 'May 22-25' and location 'Philadelphia, PA'. Below this, the title 'Contact Information' is followed by the instruction 'Fill out the information below, then click Next to continue.' The form contains the following fields:

- * Title: A text input field.
- * Company: A text input field.
- * Work Phone: A text input field.

Below the contact information is the 'Registration Questions' section:

- Is this your first IRI event?
 - Yes
 - No
- How did you hear about the IRI Annual Conference? (select all that apply)
 - Email Marketing
 - Social Media
 - Colleagues/Word of Mouth
 - Trade Membership
 - Other: [text input field]

At the bottom of the form are three buttons: 'Previous', 'Cancel', and 'Next'.

Step 3: Select the type of pass you want – either in-person or virtual. **It will show a price, but you must select it even if you plan to use one of your company's complimentary registrations.** You will have the opportunity to look up and enter your company's discount code on the last page of the

registration form, which will apply the complimentary registration and change the price of your ticket to \$0.00.

Please note: Virtual Event Pass only includes keynote livestream access and does not include any breakout sessions. Complimentary Registrations may not be used for a Virtual Event Pass.

Answer the **Dietary Restrictions** question and select any add-ons you would like to include. The Companion tickets have additional fees which are **not** included in your conference registration.

Once you have selected all passes and answered required questions, scroll to the bottom of the page, and click Next.



Admission Items

Select if you will be attending in-person or virtually and click Next.

In-Person Event Pass

\$1,600.00

Select

Virtual Event Pass

\$379.00

Select

* Do you have any special needs (dietary, accessibility, etc.)?

Yes

No

Awards Dinner

If you are attending in-person, please select if you would like to participate in a pre-event workshop and confirm your attendance at the IRI Awards Dinner below.

Not available for virtual event attendees.

May 24, 2023

6:30 PM-9:00 PM

IRI Awards Reception and Dinner

Free

Select

The Innovation Research Interchange Awards Dinner will honor the 2023 Recipients of the IRI Medal, IRI Corporate Excellence Award, IRI Innovation Award, and the Women Innovation Leaders Award. The IRI Medal recognizes leaders for their outstanding accomplishments in technological innovation which contribute broadly to the development of industry and benefit of society. The IRI Corporate Excellence Award recognizes IRI member companies in five categories for recent outstanding achievements and meaningful contributions to their industry and society. The IRI Innovation Award, presented to an individual or team within an IRI member company, honors their contributions to the field of innovation leadership. The Women Innovation Leaders Award will honor and individual who has demonstrated outstanding leadership in their field by working to improve equality and increase opportunities for women in STEM fields.

Please confirm your attendance.

Guest Pass

If you plan to bring a spouse or guest to evening functions, please add them below.

Reception and Dinner Guest Pass

\$300.00

This pass is for one (1) guest to attend any evening event functions with you including receptions and the IRI Awards Reception and Dinner.

each

Select

Previous

Cancel

Next

Step 4: Review your Registration Summary and click Next.

Step 5: Click on the link below 'Order Summary' to look up your company's discount code (red arrow below). It is a PDF that will open in a new window. Each company has two codes, one for in-person attendance and one for virtual attend. Enter the desired code into the Discount Code field (green arrow below) and click Apply. This will remove the charge for your conference registration. If you have added any workshops or a Companion pass to your registration, those charges will still appear in the Order Total because the complimentary registration only applies to the conference registration.

For those not using a complimentary registration:

- If you wish to pay the IRI Member registration fee instead, select the payment method you want to use. Selecting Credit Card will make additional fields appear to enter your card information.
- If you choose Purchase Order or Other, you will be contacted by IRI to make payment arrangements shortly thereafter. Your registration must be paid in full no later than **Thursday, May 11**. If payment has not been received by this time, your registration will be cancelled.

IRI 2023 ANNUAL CONFERENCE
May 22-25 Philadelphia, PA

Order Summary

If you are using one of your company's complimentary membership passes, please ensure to enter your custom discount code below. If you do not know your company's discount code, please find it [here](#).

Item	Price
Admission Item In-Person Event Pass	\$1,600.00

Enter your discount code

Subtotal \$1,600.00
Order Total \$1,600.00

Payment

Select Payment Method

Credit Card
 Check
 Purchase Order
 Offline/Other

Step 6: Once you have entered your discount code or payment information, click Submit.