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Exhibitor Registration & Exhibitor Profile How-to-Guide

Access Your Exhibitor Portal

- The primary booth logistics contact for your company will receive a dedicated email welcoming them to the ASHRM26 Conference Exhibitor Portal — “Welcome to ASHRM26 Conference - Login to the Exhibitor Portal” from ASHRM26 Conference <ASHRM26@aha.org>. Within this email, you will find a unique link with access to your company portal page.
- From here, you will be prompted to login or create a new login password.
- If you have previously exhibited in any ASHRM events, please ensure you are logged into the correct event, “ASHRM26 Conference”. If you are not logged into the correct event, please email ASHRM@smithbucklin.com or ashrmed@aha.org.

 | Exhibitor Portal

ASHRM Annual Conference 2026
Oct 1 – 6, 2026

ASHRM

Overview

Tasks

Profile

Content

Welcome to ASHRM Annual Conference 2026 ⓘ

📅 October 1, 2026 at 1:00 PM – October 6, 2026 at 3:00 PM

📍 Phoenix Convention Center

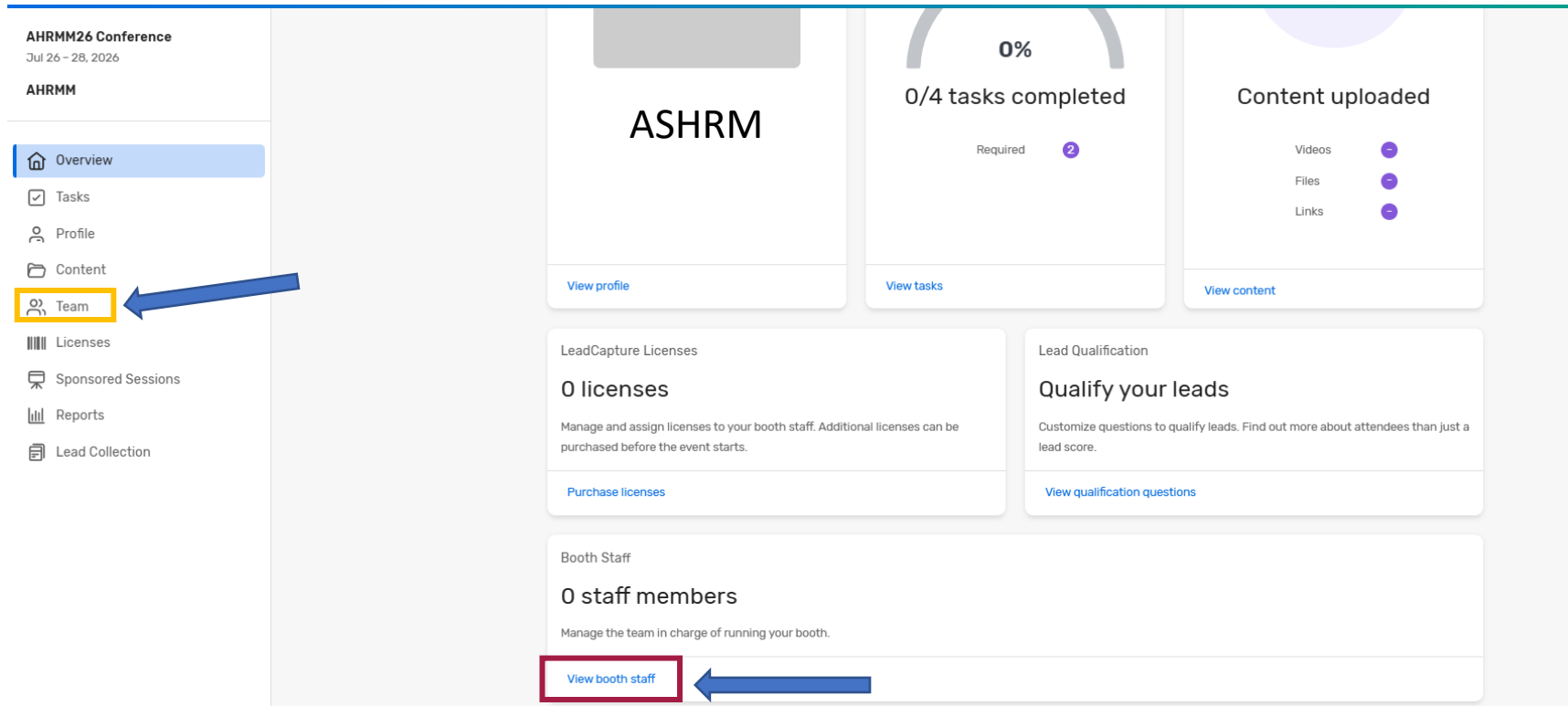


Details

[Purchase licenses](#)

Register Your Onsite Staff

- Once logged in to your company portal, you will be able to manage your onsite staff along with setting up your team for success onsite.
- To register yourself and/or onsite staff, select “Team” from the left side navigation bar or select “View booth staff” under the Booth Staff section.



Register Your Onsite Staff

- To begin, select the “Add booth staff” button. Here you will select your process forward by selecting either “Share sign-up link” or “Register booth staff”.

The screenshot shows the 'Team' management page. At the top, it says 'Team' and 'Booth staff are team members from your organization who will be at the event.' Below this are tabs for 'Booth Staff' and 'Admins'. The main content area has a message: 'It looks like you don't have any booth staff yet. Add attendees to your team to get started.' Below this message is a box showing registration counts: '64 registrants left', '30 Exhibitor Full Conference', '1 Exhibitor Full Conference-Complimentary', '3 Exhibitor Booth Staff - Complimentary', and '30 Exhibitor Booth Staff'. To the left of this box is a red-bordered annotation: 'Complimentary badge allotments and remaining registrations can be found here.' with an arrow pointing to the registration counts. Below the registration counts is a dropdown menu with the option 'Add booth staff' selected. To the right of this dropdown is another red-bordered annotation: 'Please do not select **Search attendee list** since you are newly registering your team.' with an arrow pointing to the 'Search attendee list' option. The dropdown menu also shows other options: 'Search attendee list', 'Share sign-up link', and 'Register booth staff'.

Team

Booth staff are team members from your organization who will be at the event.

Booth Staff Admins

It looks like you don't have any booth staff yet. Add attendees to your team to get started.

Complimentary badge allotments and remaining registrations can be found here.

64 registrants left

- 30 Exhibitor Full Conference
- 1 Exhibitor Full Conference-Complimentary
- 3 Exhibitor Booth Staff - Complimentary
- 30 Exhibitor Booth Staff

Add booth staff

- Search attendee list
- Share sign-up link
- Register booth staff

Please do not select **Search attendee list** since you are newly registering your team.

Select the Registration Type

64 registrants left

- 30 Exhibitor Full Conference
- 1 Exhibitor Full Conference-Complimentary
- 3 Exhibitor Booth Staff - Complimentary
- 30 Exhibitor Booth Staff

[Add booth staff](#)

[Search attendee list](#)

[Share sign-up link](#)

[Register booth staff](#)

If you choose to do the **Register booth staff** option, you will be taken through the registration process to register each of your booth staff individually.

Register Booth Staff

Select a registration type to continue to the event site.

Registration type

Exhibitor Full Conference - 30 left

Exhibitor Full Conference-Complimentary - 1 left

Exhibitor Booth Staff - Complimentary - 3 left

Exhibitor Booth Staff - 30 left

Register Booth Staff

Select a registration type to continue to the event site.

Registration type

Exhibitor Booth Staff - Complimentary - 3 left

[Launch event site](#)

Select the Registration Type

64 registrants left

- 30 Exhibitor Full Conference
- 1 Exhibitor Full Conference Complimentary
- 3 Exhibitor Exhibit Hall Only - Complimentary
- 30 Exhibitor Exhibit Hall Only

[Add booth staff](#)

Search attendee list

[Share sign-up link](#)

[Register booth staff](#)

If you choose to do the **Share sign-up link** option, you will be asked to select your staff's registration type. Then, copy the registration link so your booth staff can register themselves.

Share Sign-Up Link

Share this link with your booth staff to let them join your team.

Registration type

Select registration type

- Exhibitor Full Conference - 30 left
- Exhibitor Full Conference Complimentary - 1 left
- Exhibitor Exhibit Hall Only - Complimentary - 3 left
- Exhibitor Exhibit Hall Only - 30 left

Share Sign-Up Link

Share this link with your booth staff to let them join your team.

Registration type

Exhibitor Exhibit Hall Only - Complimentary - 3 left

<https://cvent.me/2WmwE2?environment=P2®istrationPackId=7e8a27ec-7d38-4fdc-aa92-691>

[Copy link](#)

Troubleshooting

- If, after you have completed the first registration and are moving to the next registration, the site seems stuck on the previous registration, there are two things you can try.
 - Open an incognito window in your browser and either sign in to the Exhibitor Portal or, in your original browser, if you still have it open, click on the “Share sign-up link” and paste that into the incognito tab and it should work
 - Clear your cache if the option to “Start a New Registration” does not pop up.

Registration Types and Fees

- *Full Conference exhibitors can attend ASHRM26 Conference sessions and collect CECs*
- **Exhibitor Full Conference Complimentary*** = Exhibiting companies complimentary full conference registration allotment
- **Exhibitor Booth Staff – Complimentary** = Exhibiting companies complimentary exhibit hall only registration allotments
- **Additional (Paid) Registrations available for purchase**
Note: The available registrations is set to 10. This is just the default number.
- **Exhibitor Full Conference*** = An additional Full Conference registration you would like to pay for (\$730 until August 24, 2026, \$830 starting on August 25, 2026)
- **Exhibitor Booth Staff** = An additional exhibit hall only registration you would like to pay for (\$250 until August 24, 2026, \$350 starting on August 25, 2026)

Personal Information

Admins: if registering on behalf of your booth staff, please check the “I’m registering on behalf of this person” or use the “CC Email Address” option if you would like to be copied on your staff’s confirmation email.

The “CC Email Address” will come in handy if you would like to modify, cancel, substitute, or make hotel reservations for your registrant.

All of this information can be found only within the confirmation email.

Personal Information
Fill out the information below, then click Next to continue.

* Email Address

CC Email Address

☐ I'm registering on behalf of this person

Cancel Next

CC Email Address

☒ I'm registering on behalf of this person

Enter your personal information below
Once registration is complete, you'll receive a copy of the confirmation email.

* Your First Name

* Your Last Name

* Your Email Address

Registration Confirmation

- You/your registrant will receive a registration confirmation email once done registering
- This email will give you access to:
 - Cancel or Modify the registration
 - Official registration confirmation number
 - Link to book housing (Registration required to receive Conference Hotel information.)
 - Print or download the registration invoice



ExampleContactFirstName,

Thank you for registering for the ASHRM 2026 Annual Conference! Please save this confirmation email in your files for future reference.

If you need to make any changes, use your confirmation number to [manage your registration](#).

Event: ASHRM Annual Conference 2026

Attending: ExampleContactFirstName ExampleContactLastName

Confirmation Number: ExampleContactConfirmationNumber

Modifying Registration

- To modify an existing registration, locate the “Click here” link within the registration confirmation email.
- The link will direct you to the “Already registered?” landing page. Enter the registrant’s confirmation number and click “Log in”.
- On the Confirmation page, scroll down until you see the “Modify Registration” button.
- Complete the required fields and select “Submit” to process the modification.

Already registered?



Enter the email address you used to register for the event, along with the confirmation number you received.

* Email Address

Email Address is required.

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Special Note: To substitute team members, you ***must first cancel*** the previous team member’s registration. Then, you will have the opportunity to register the new team member using the available badge allotment.

Substitutions & Cancellations

- **Substitutions**

- Registrants who are unable to attend may send an alternate.
- All substitution requests must be made in writing to **ASHRMed@aha.org**.
- The deadline to submit a substitution is **August 24, 2026**, at 11:59 PM CT.

- **Cancellations**

- All cancellation requests must be made in writing to **ASHRMed@aha.org**.
- ASHRM can't be held liable for nonrefundable airline tickets, hotel, or other costs. 75% of your registration fees are refundable if written notice is received by 11:59 PM CT on **August 24, 2026**. No-shows are non-refundable.
- You may view all of the ASHRM26 Exhibitor Rates & Policies [here](#).

Updating Your Exhibitor Profile

- Information uploaded directly into the Exhibitor Profile will be used in the mobile app.
- Select “Profile” from the left side navigation bar **or** “View Profile” on the landing page to begin.

The screenshot displays the ASHRM Exhibitor Profile page. On the left, a navigation bar contains several icons, with a yellow arrow pointing to the 'Profile' icon. The main content area is titled 'Details' and features three primary sections: 'Exhibitor Profile' showing the ASHRM logo and a 'View profile' button (highlighted with a yellow box), 'Exhibitor Tasks' showing a 0% progress bar for 0/5 tasks completed, and 'LeadCapture Licenses' showing 0 licenses. A 'Purchase licenses' button is located at the top right. Below the 'LeadCapture Licenses' section is a 'Lead Qualification' section with a 'View qualification questions' button. The ASHRM logo is also present in the bottom right corner of the slide.

Updating Your Exhibitor Profile

- When completing your exhibitor profile, please be sure to upload your company's logo. The platform recommends square images larger than 300 x 300 pixels.
 - Please note: if the image does not match the recommendation, this may cause the logo to appear distorted.
- Requested information includes:
 - Company name
 - Description
 - Company phone number
 - Company email address
 - Website
 - Social media handles and more

Exhibitor Information

This information is visible to the event planner and attendees

Company name

ASHRM

Location

No location provided

Company description

Established in 1980, the American Society for Health Care Risk Management (ASHRM) is a professional membership group of the American Hospital Association (AHA) with nearly 6,000 members representing risk management, patient safety, insurance, law, finance, and other related professions....

[Show more](#)

Tagline

No tagline provided

Contact information

Email

ashrmstaff@gmail.com

Website

No link provided

Work phone

No work phone provided

LinkedIn URL

No link provided

X URL

No link provided

Facebook URL

No link provided

Instagram URL

No link provided

Exhibitor Categories

- Exhibitor Categories allows attendees to easily find companies that align with their needs.
- At the bottom of the “Profile” page, you can select up to 3 categories from the list.
- If you find that a particular category is missing, contact ashrmed@aha.org.

Additional Information

Answer the following questions to help the event planners provide your team with a better experience at the event

Please select up to three categories that best describes your organization.

- ☐ Agents/Brokers
- ☐ Captive Domiciles/Management
- ☐ Claims Services
- ☐ Healthcare Information Technology & Digital Transformation
- ☐ Consultants
- ☐ Disaster Recovery
- ☐ Education
- ☐ Enterprise Risk Management (ERM)
- ☐ Financial Services
- ☐ Hazard Prevention/Protection
- ☐ Insurers
- ☐ Medical Devices & Clinical Equipment
- ☐ Publications/Periodicals
- ☐ Risk Retention/Purchasing and Pooling Groups
- ☐ Security Services
- ☐ Staffing Solutions
- ☐ Workers' Compensation
- ☐ Professional Associations & Industry Advocacy
- ☐ Infection Prevention & Environmental Safety
- ☐ Litigation/Legal Services

Select 1 to 3 options

Tasks

- Information uploaded directly into the Exhibitor Profile will be used in the mobile app.
- Select “Tasks” from the left side navigation bar **or** “View Tasks” on the landing page to begin.

The screenshot displays the ASHRM mobile application interface. On the left, a vertical navigation bar contains several icons; a yellow arrow points to the icon representing tasks (a checkmark). The main content area is titled 'Details' and features three primary sections: 'Exhibitor Profile' showing the ASHRM logo and a 'View profile' button; 'Exhibitor Tasks' showing a progress gauge at 0% with the text '0/5 tasks completed' and a 'View tasks' button highlighted by a yellow rectangle; and 'LeadCapture Licenses' showing '0 licenses' and a 'Purchase licenses' button. Below the licenses section is a 'Lead Qualification' section with the heading 'Qualify your leads' and a 'View qualification questions' button. The ASHRM logo is also present in the bottom right corner of the slide.

Tasks

- You must complete the 3 required tasks by their deadline.
- If you are interested in using LeadCapture, check the tasks and the next two slides.

0/5 tasks complete

☐

[Reserve Hotel Rooms](#)
Due date: Aug 22, 2025

☐

[Update Exhibitor Profile and Logo](#)
Due date: Sep 4, 2025

☐

[Register onsite team](#)
Due date: Sep 4, 2025

☐

[Customize lead qualification survey](#)
Due date: Sep 26, 2025

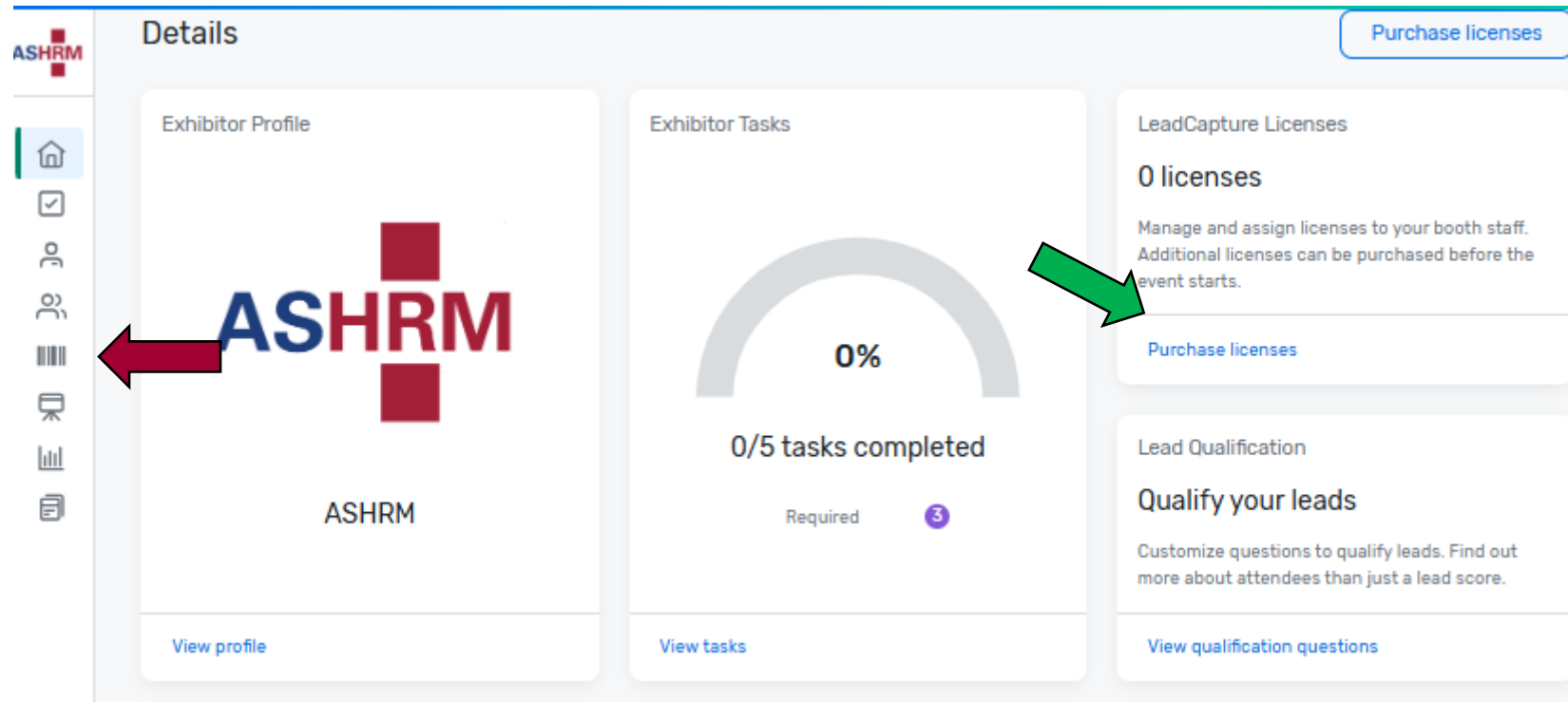
☐

[Order LeadCapture licenses](#)
Due date: Sep 26, 2025

LeadCapture

■ Purchase & Assign Licenses

- From the Exhibitor Portal, you can purchase licenses by selecting the **Get Lead Retrieval tile** or **selecting Licenses from the left navigation bar**
- You will need one license per device



Lead Retrieval

- Purchase Licenses
 - Purchase a single license for \$299 or 3-Pack for \$499. Additional individual licenses are \$169.
 - You will need one license per device.

AHRMM26 | Exhibitor Portal

AHRMM26 Conference
Jul 26 - 28, 2026

AHRMM

Overview
Tasks
Profile
Content
Team
Licenses
Sponsored Sessions
Reports
Lead Collection

Purchase Licenses

0 unassigned license

Purchase LeadCapture Licenses

Single	\$299.00 each	☐
OR		
3-Pack	\$499.00 each	The number of three pack licenses selected Best value - 0 +
Additional LeadCapture License	\$169.00 each	The number of additional licenses selected For purchasing LeadCapture Licenses needed in addition to a single license or a 3-pack license. - 0 +

→ Download the LeadCapture app to your device to scan leads
→ All leads sync to your account
→ iOS (17+) and Android (9+) devices supported

Learn more about supported devices

- Download the LeadCapture app to your device to scan leads
- All leads sync to your account
- iOS (17+) and Android (9+) devices supported

Lead Retrieval

- Assign Licenses
 - You will need one license per device.
 - You will be able to assign the license to your registered staff.
 - Detailed LeadCapture instructions will be available shortly

LeadCapture License Inventory

[Purchase licenses](#)

App Licenses
3 Purchased | 0 Planner-Provided | 2 Assigned

➔ 1 remaining

ABOUT ACCESS CODES
→ Each LeadCapture license comes with an access code that allows your booth staff to log into the Cvent LeadCapture app at the event.
→ An access code can only be used on the device it is assigned to. If an additional device is used, another license must be purchased.

License Assignments	
n-zc1qgme Lead Retrieval - Bring Your Own Device license	Consumed by: Indrit Kormaku Options ▾
n-rgxn8oz Lead Retrieval - Bring Your Own Device license	Consumed by: Kiarra Beshaw Options ▾
n-2spqecf Lead Retrieval - Bring Your Own Device license	Available Options ▾

➔ Assign license

Helpful Tips & Tricks

- If you encounter any issues with registering, you may have old browser cookies. This may happen when a computer is recognizing previous logins. Please clear your cookies or you can go into Incognito mode. Shortcuts below by browser:
 - Chrome: **Press Ctrl + Shift + N**
 - Microsoft Edge: **Press Ctrl-Shift-N**
 - Firefox: **Press Shift + CTRL + P**
 - Safari:
 - For Windows: Press **Ctrl-Shift-N**
 - For macOS: Press **⌘ -Shift-N**
- For questions regarding exhibitor registration on the portal platform, please contact ASHRM@aha.org.
- For questions regarding Lead Capture, please contact leadcapture@cvent.com and reference ASHRM26 Conference.
- For questions regarding your exhibit logistics, please contact ASHRM@smithbucklin.com.
- For additional exhibitor resource information, such as important dates & deadlines, please visit and bookmark the [Exhibitor Resource Page](#).