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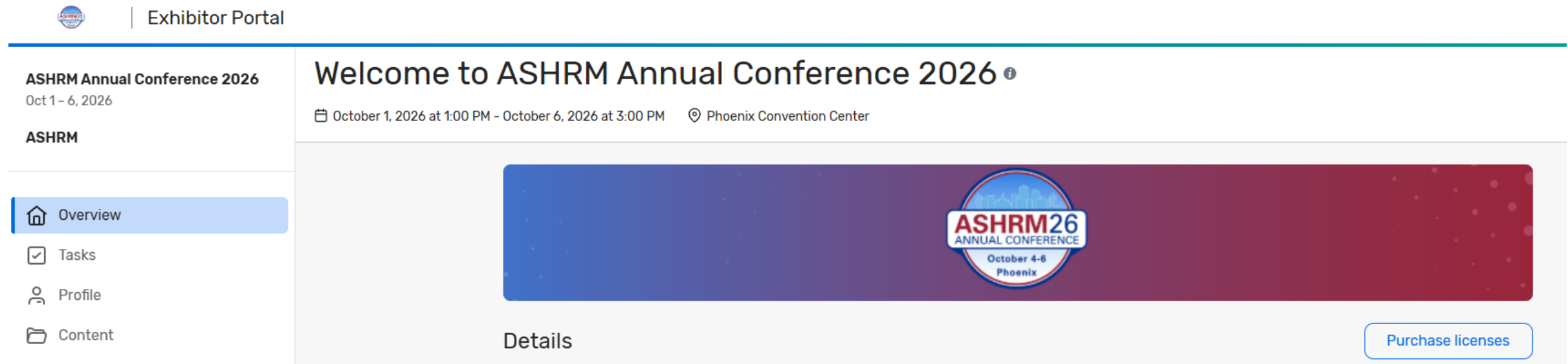


Exhibitor Registration & Exhibitor Profile How-to-Guide



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 <ASHRMed@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.



The screenshot displays the ASHRM Exhibitor Portal interface. At the top left, there is a logo and the text "Exhibitor Portal". Below this, the main header area includes "ASHRM Annual Conference 2026" with dates "Oct 1 - 6, 2026" and the "ASHRM" logo. A navigation sidebar on the left lists "Overview", "Tasks", "Profile", and "Content". The main content area features a large banner with the ASHRM26 logo and the text "Welcome to ASHRM Annual Conference 2026". Below the banner, the event details are listed: "October 1, 2026 at 1:00 PM - October 6, 2026 at 3:00 PM" and "Phoenix Convention Center". A "Purchase licenses" button is located in the bottom right corner.

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.

The screenshot displays the ASHRM dashboard for the AHRMM26 Conference (July 26-28, 2026). The left sidebar contains a navigation menu with the following items: Overview, Tasks, Profile, Content, Team (highlighted with a yellow box and a blue arrow), Licenses, Sponsored Sessions, Reports, and Lead Collection. The main content area features several widgets: a profile card for 'ASHRM' with a 'View profile' link; a progress indicator showing '0% 0/4 tasks completed' with a 'View tasks' link; a 'Content uploaded' section with counts for Videos, Files, and Links, each with a minus sign and a 'View content' link; a 'LeadCapture Licenses' section showing '0 licenses' and a 'Purchase licenses' link; a 'Lead Qualification' section titled 'Qualify your leads' with a 'View qualification questions' link; and a 'Booth Staff' section showing '0 staff members' and a 'View booth staff' link (highlighted with a red box and a blue arrow).

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 a web interface for managing a team. At the top, there is a 'Team' header and a sub-header 'Booth staff are team members from your organization who will be at the event.' Below this, there are two tabs: 'Booth Staff' (which is selected and underlined) and 'Admins'. The main content area displays 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 white box containing a list of registrants: '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 callout box with the text: 'Complimentary badge allotments and remaining registrations can be found here.' A blue arrow points from this callout to the registrant list. Below the registrant list is a blue button labeled 'Add booth staff' with a dropdown arrow. This button is also highlighted with a red-bordered callout box. Below the button is a dropdown menu with three options: 'Search attendee list', 'Share sign-up link', and 'Register booth staff'. A second red-bordered callout box with the text: 'Please do not select Search attendee list since you are newly registering your team.' has a blue arrow pointing to the 'Search attendee list' option.

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-aa92-69f>

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
[Text Input Field]

CC Email Address
[Text Input Field]

I'm registering on behalf of this person

Cancel Next

CC Email Address
[Text Input Field]

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
[Text Input Field]

* Your Last Name
[Text Input Field]

* Your Email Address
[Text Input Field]

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 web interface for managing an exhibitor profile. On the left is a vertical navigation bar with icons for Home, Checkmarks, Profile (highlighted with a yellow arrow), Tasks, Licenses, and Qualification. The main content area is titled "Details" and contains three primary cards: "Exhibitor Profile" (showing the ASHRM logo and a "View profile" button highlighted with a yellow box), "Exhibitor Tasks" (showing a 0% progress gauge for 0/5 tasks completed, with a "View tasks" button), and "LeadCapture Licenses" (showing 0 licenses and a "Purchase licenses" button). Below the licenses card is a "Lead Qualification" section with a "View qualification questions" button. A "Purchase licenses" button is also present in the top right corner of the interface.

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

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 app interface. On the left, a navigation bar contains several icons, with a yellow arrow pointing to the 'Tasks' icon (a checkmark inside a square). The main content area is titled 'Details' and features a 'Purchase licenses' button in the top right corner. Below the title, there are three primary sections:

- Exhibitor Profile:** Displays the ASHRM logo and the name 'ASHRM'. A 'View profile' button is located at the bottom of this section.
- Exhibitor Tasks:** Shows a progress indicator at 0% with the text '0/5 tasks completed'. Below this, it indicates 'Required' tasks with a count of 3. A yellow box highlights the 'View tasks' button at the bottom of this section.
- LeadCapture Licenses:** Shows '0 licenses' and provides instructions: 'Manage and assign licenses to your booth staff. Additional licenses can be purchased before the event starts.' A 'Purchase licenses' button is located at the bottom of this section.

Below the 'LeadCapture Licenses' section, there is another section for 'Lead Qualification' with the heading 'Qualify your leads' and instructions: 'Customize questions to qualify leads. Find out more about attendees than just a lead score.' A 'View qualification questions' button is located at the bottom of this section.

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

The screenshot displays the ASHRM Exhibitor Portal interface. The page is titled "Details" and features a "Purchase licenses" button in the top right corner. The main content area is divided into three columns:

- Exhibitor Profile:** Shows the ASHRM logo and name. A red arrow points to the left navigation bar, which includes a "Licenses" icon.
- Exhibitor Tasks:** Displays a progress gauge at 0% completion, with "0/5 tasks completed" and "Required 3". A green arrow points from this section to the "LeadCapture Licenses" section.
- LeadCapture Licenses:** Shows "0 licenses" and provides instructions: "Manage and assign licenses to your booth staff. Additional licenses can be purchased before the event starts." A "Purchase licenses" button is located at the bottom of this section.

Below the "LeadCapture Licenses" section is a "Lead Qualification" section titled "Qualify your leads" with a "View qualification questions" button.

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	<input type="checkbox"/>
OR		
3-Pack	\$499.00 each	The number of three pack licenses selected <input type="button" value="Best value"/> <input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="0"/>
Additional LeadCapture License	\$169.00 each	The number of additional licenses selected <input type="button" value="-"/> <input type="text" value="0"/> <input type="button" value="+"/> <input type="button" value="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](#).