

VIRTUOSO EVENTS

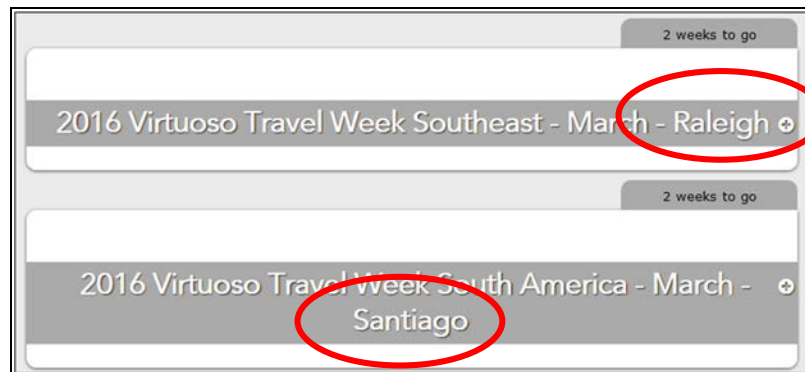
VIRTUOSO TRAVEL WEEK TOURS

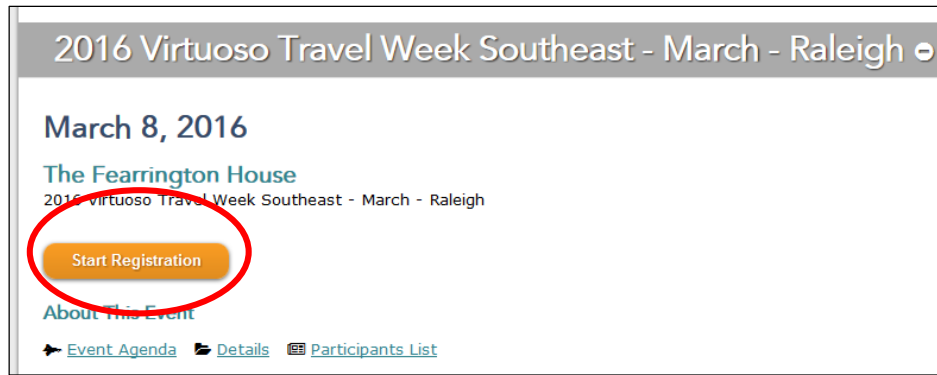
A Quick Guide for Advisors HOW TO REGISTER FOR VIRTUOSO TRAVEL WEEK TOUR EVENTS

1. Go to the [Virtuoso Events website](#), and log in with your Virtuoso credentials.
2. Select [Virtuoso Travel Week Tours](#).
3. Select the Virtuoso Travel Week Tour that you'd like to register for. You'll note that registration for these events open at different times. Select the tour shown in blue text to begin the registration process.

Virtuoso Travel Week Tour	Dates	Registration Open	Registration Close
Virtuoso Travel Week West Coast	Seattle: February 1 Los Angeles: February 2 San Francisco: February 3	November 18, 2015	December 31, 2015
Virtuoso Travel Week Midwest	Chicago: February 23 Chicago: February 24 Cincinnati: February 25	December 7, 2015	January 22, 2016
Virtuoso Travel Week Andean Region	Caracas: February 23 Bogotá: February 24 Quito: February 25 Lima: February 26	December 7, 2015	January 22, 2016

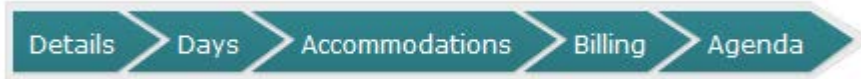
4. Click on the **REGISTRATION DASHBOARD**, and then go to **My Events** where you'll see the list of cities and events. Select your preferred city to expand the event details and **Start Registration**





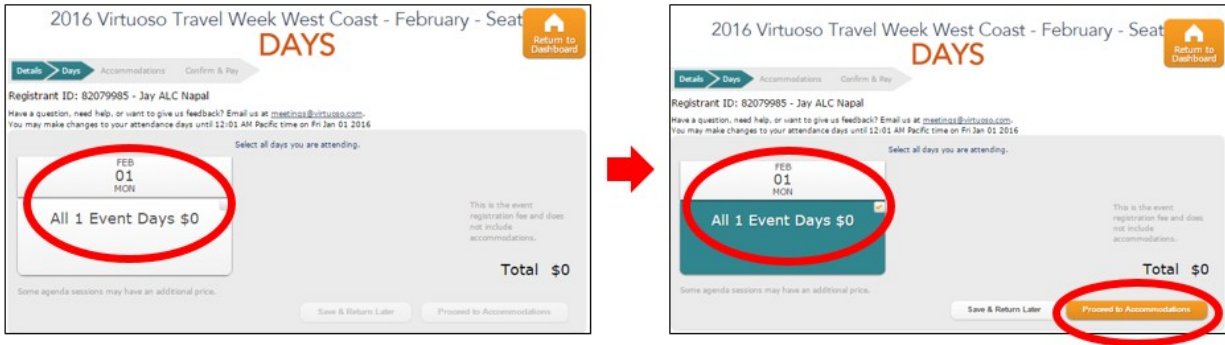
Completing your Virtuoso Travel Week registration will take five steps:

- ✓ DETAILS
- ✓ DAYS
- ✓ ACCOMMODATIONS
- ✓ BILLING/CONFIRM & PAY – *Don't worry. Your attendance and lunch is complimentary.*
- ✓ MEALS & AGENDA

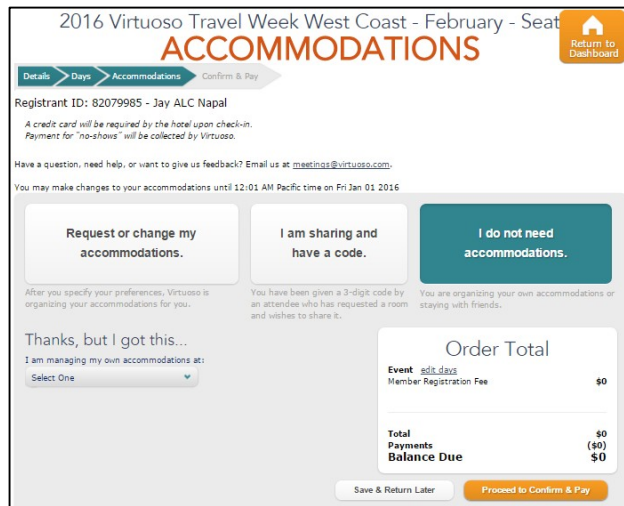


5. On the page titled **DETAILS**, verify that your name badge looks correct, then click **"Proceed to Days."**

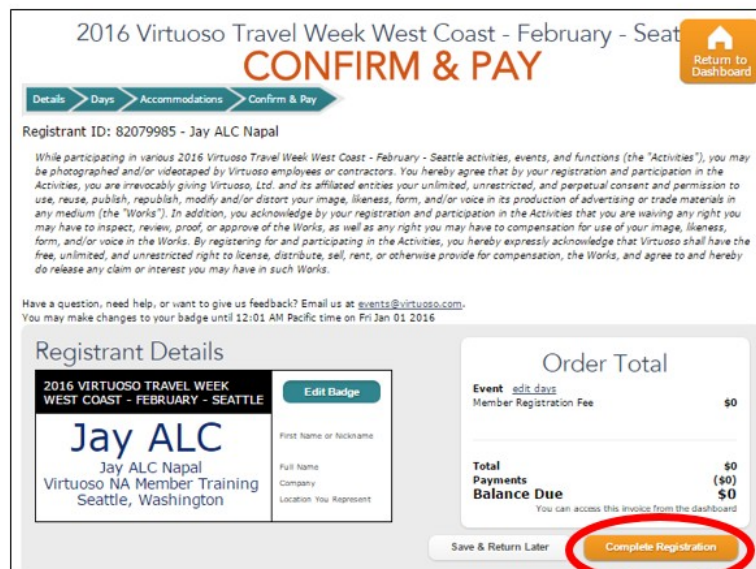
- On the page titled **DAYS**, just confirm your preferred date, the click **“Proceed to Accommodations.”**



- On the page titled **ACCOMMODATIONS**, make your selection, then click **“Proceed to Confirm & Pay.”**
Don't worry. Your attendance and lunch is complimentary.

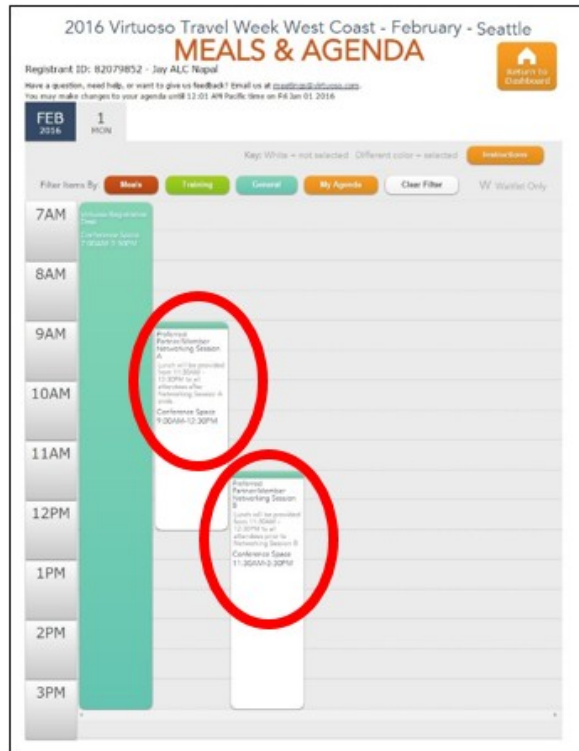


- On the page titled **CONFIRM & PAY**, simply click **“Complete Registration.”**



9. **Last step!** Now you'll be on a page titled **MEALS & AGENDA**.

This is where you'll complete your event agenda by selecting either the morning or afternoon networking session. As indicated below, please select which you'd like to attend.



That's it! To complete, either return to your dashboard or exit.

Questions?

Contact your Virtuoso Global Member Partnerships representative or email help@virtuoso.com.