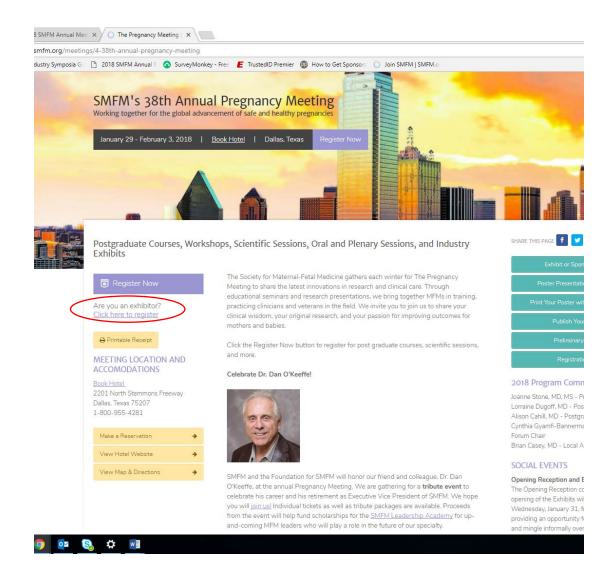
2018 SMFM Pregnancy Meeting Exhibitor Registration Guide

1. Visit the Pregnancy Meeting Page:

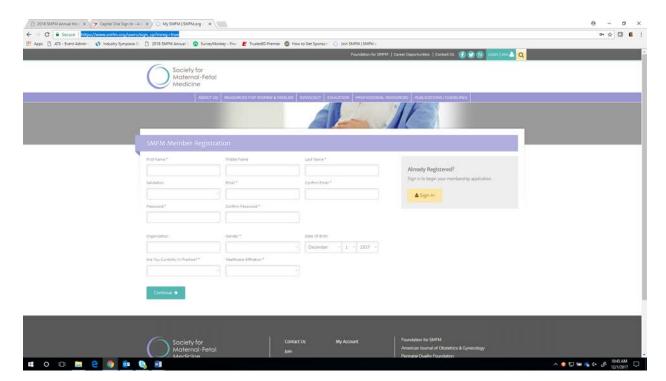
https://www.smfm.org/meetings/4-38th-annual-pregnancy-meeting and select "Are you an exhibitor? Click here to register"



2. Sign in or register for an SMFM website account

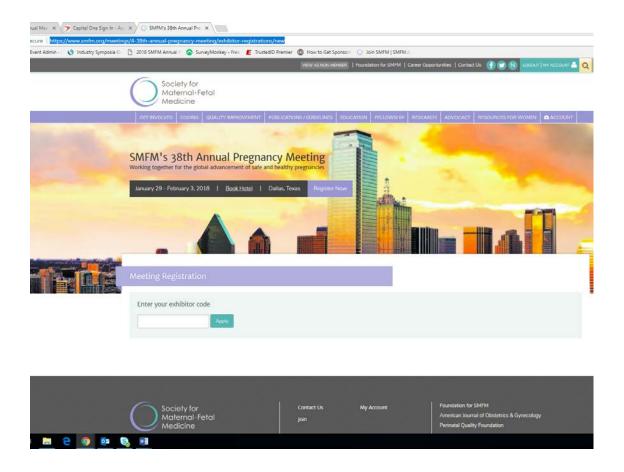
HINT: The Meeting Registration System and the exhibit sales system **are two separate entities** and your credentials for the booth sales system will NOT work for the meeting attendee registration system. You will need to register as a new user if you are not already a user of the SMFM website.

If you have not yet registered as a user on the SMFM website go to: https://www.smfm.org/users/sign_up?mreg=true



Once you are registered as a user go to:

https://www.smfm.org/meetings/4-38th-annual-pregnancy-meeting/exhibitor-registrations/new

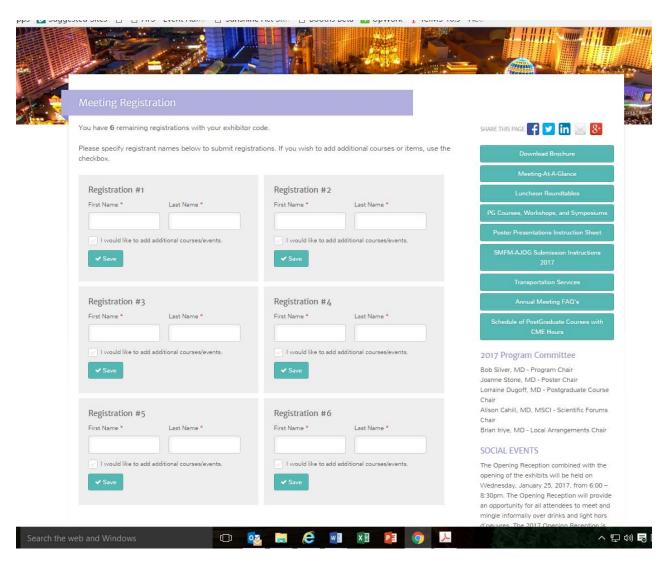


3. Enter your exhibitor code for staff/attendee(s) meeting registrations. This code will consist of the letter "E" + "Company Booth Number" + "First 3 Letters of Company Name" i.e., Acme company in booth 613 would use the promo code E613ACM. *If you purchased multiple booths, use the lowest booth number.*

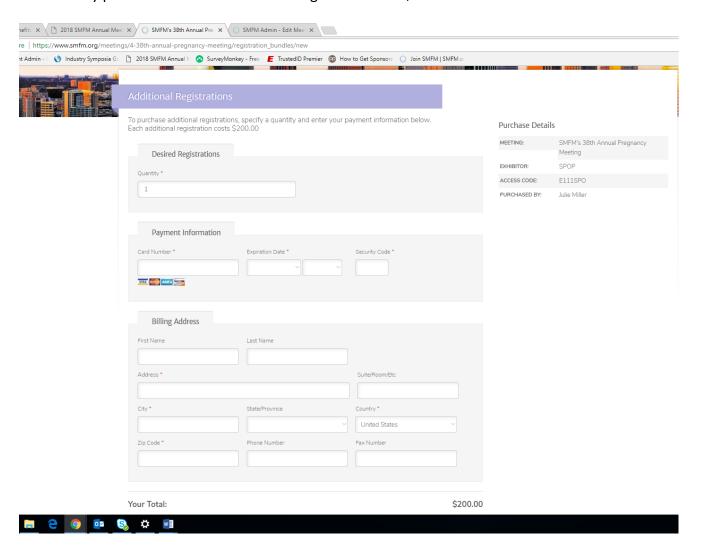
For each $10' \times 10'$ booth purchased your company receives 4 complimentary registrations to the Pregnancy Meeting's scientific sessions (oral presentations, poster presentations, and exhibits). Additional exhibitor badges and ticketed events such as post-graduate courses may be added with a fee.

Hint: Your exhibitor code starts with E + [Booth number] + [First 3 letters of company name], i.e., Acme Medical in booth 124 would have an exhibitor code of E124ACM.

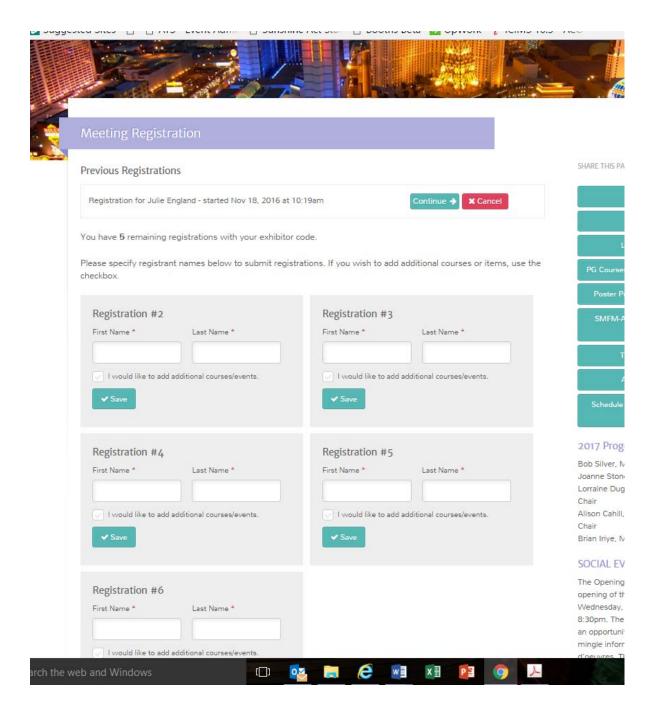
4. Enter the first and last name of your registrants. If you would like to register for ticked events such as the pre-meeting postgraduate courses than the Scientific Sessions click the checkbox "I would like to add additional courses and events" before you click "Save."



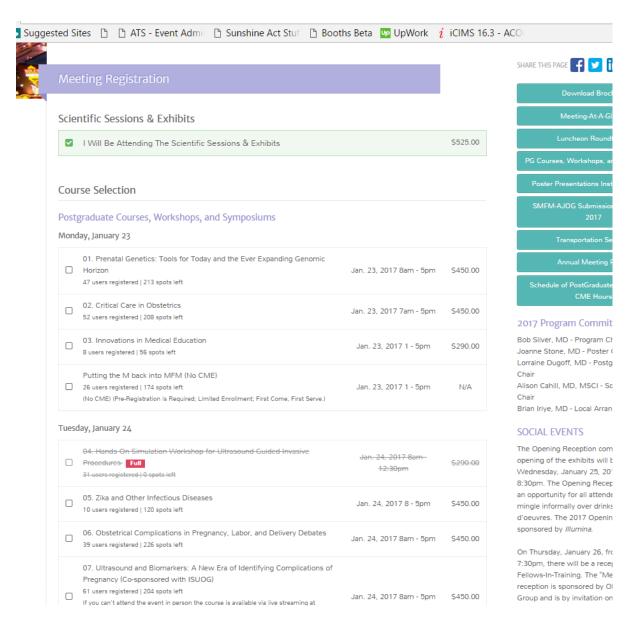
5. You may purchase additional Exhibitor registrations for \$200 each if desired.



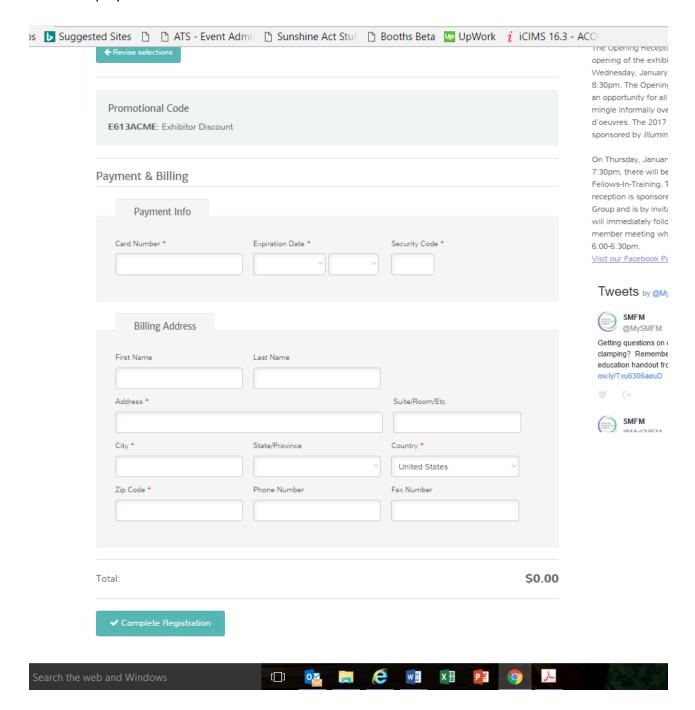
6. Select "Continue" if you choose to register for ticketed courses and events.



7. Select any ticketed courses and events for which you'd like to register. Hint: the discount for the scientific sessions and exhibit registration fee will appear on the next page.



8. Enter payment information (if any is needed). This page is where your discount will be displayed for the Scientific Sessions and Exhibit fees.



9. Return at any time to view registered persons and register additional staff (up to your complimentary limit) by selecting "Are you an exhibitor? Click here to register" from the Pregnancy Meeting homepage.

