



How to Register for the Conference Non-State of Michigan Staff

If you have questions with registration, please contact Bre Lehmann at LehmannB1@michigan.gov or 517-284-3959.

Starting Registration:

1. Log into your MI-TRAIN account at <http://www.train.org/mi-train>.
2. To locate the conference registration, type **1107105** or **2023 Michigan's Statewide Interoperable Communications Training Conference** in the search box and click **Enter**.
3. Click on the title of the conference.
4. Select the green **Register** button. You may need to wait a moment for button to load on the page.

2023 Michigan's Statewide Interoperable Communications Training Conference

< Back Edit

+ Register Save For Later

\$300.00 Registration Fee

Conference ID 1107105

Expiration Date Mar 7, 2024 12:00 AM EST

The Emergency Management and Homeland Security Division of the Michigan State Police (MSP/EMHSD) in partnership with Michigan's Public Safety Communications System Division of the Department of Technology Management & Budget (DTMB/MPSCS) will host the **2023 Michigan Statewide Interoperable Communications Training Conference** from March 7-9, 2023, at the VanDyk Mortgage Convention Center in Muskegon, Michigan.

Show More

Registering for the Conference:

5. Choose any breakout sessions or general sessions you would like to attend by clicking the green **Add** button next to the session. You **MUST** choose at least one for the next button to populate. Review the agenda at www.michigan.gov/miinterop.

Close

Next

2023 Michigan's Statewide Interoperable Communications Training Conference

Step 1: Schedule

1 Schedule 2 Required Information 3 Confirmation

Available Sessions

Your schedule

Mar 7 2023

AUXCOMM Work Group Meeting

Remove 10:00 AM - 11:30 AM In Progress



2023 Michigan Statewide Interoperable Communications Training Conference

- Once you have all of your sessions selected, click the **Next** button at the top of the page. The next page that opens will not actually require additional information from you. Click the **Next** button again.

Close Back Next

2023 Michigan's Statewide Interoperable Communications Training Conference

Step 2: Required Information

1 Schedule 2 Required Information 3 Confirmation

No additional info required.

- For the Confirmation step of registration, review the sessions you chose in your conference schedule. If you would like to edit your sessions, select the Back button on the top right of the screen. If your schedule is correct, select the green **Submit** button.

Close Back Submit Print

2023 Michigan's Statewide Interoperable Communications Training Conference

Step 3: Confirmation

1 Schedule 2 Required Information 3 Confirmation

Confirmation

Costs

Registration Fee Registration fee for the conference is \$300 until 12:00 p.m. on January 13, 2023. After that, the registration fee will increase to \$350. During registration, state of Michigan employees should select Journal Voucher as the Payment Method. Instructions on completing this process are available. Please contact Bre Lehmann LehmannB1@michigan.gov for assistance. The MSP/EMHSD has allocated funding for some AUXCOMM participants to attend this conference. <i>All funded registrations must be approved by your region's or organization's designee who will provide you with a registration code that will need to be used during the registration process. Lodging needs will be handled by the conference committee for the funded registrations, please indicate which nights you plan to stay during the conference registration process.</i> The registration fee includes: networking reception/hors d'oeuvres on Tuesday, March 7; breakfast and lunch on Wednesday, March 8; breakfast and lunch on Thursday, March 9; break items throughout the conference, and training materials. Lodging costs are not included in the conference registration fee.	\$300.00
Total	\$300.00

- Once you click Submit there will be a small Confirmation pop-up window. Click the green **Continue** button to move forward through the registration process.

Confirmation

There is a fee associated with this content.
To proceed for additional payment information please click "Continue".

Cancel Continue



2023 Michigan Statewide Interoperable Communications Training Conference

Conference Registration Payment:

9. You will now proceed to the Payment Processing Center (PPC) in a new browser window.
10. You will not have a special code; click **Continue**.

The screenshot shows the Michigan State Police website header with the Michigan State Police logo and the Michigan.gov logo. Below the header, the text reads: "WELCOME TO THE PAYMENT PROCESSING CENTER. The next step in your registration is to enter your special code below. If you do not have a special code please continue with your registration by clicking continue..". There is a text input field for "Special Code:" and a "Continue" button circled in red. A red note at the bottom states: "NOTE: The registration process will end if left idle for more than 15 minutes."

11. Enter any dietary needs and answer all conference registration questions.
12. When complete click **Continue** at the bottom.

The screenshot shows the "REGISTRATION INFORMATION" form. It asks the user to fill out registration information. The form includes several rows with questions, "Additional Fee" amounts, and input fields or dropdown menus. The "Continue" button at the bottom right is circled in red. A red note at the bottom states: "*If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!*"

	Additional Fee	
Please enter your name as you would like it to appear on your name badge.	\$0.00	<input type="text"/>
Please enter your agency name as you would like it to appear on your name badge.	\$0.00	<input type="text"/>
Will you allow your name and email address to be shared with all conference attendees?	\$0.00	<input type="button" value="No"/>
Will you allow your name and email address to be shared with conference exhibitors?	\$0.00	<input type="button" value="No"/>
Please list any special dietary needs here or list N/A for none.	\$0.00	<input type="text"/>
Will you be using State 911 Committee (SNC) training funds?	\$0.00	<input type="button" value="No"/>

13. For who is responsible for payment, select either Self or Employer.

The screenshot shows the question "Who is responsible for the payment of this course/conference:". There are two radio button options: "Self" (selected) and "Employer". Below the options are "Back" and "Continue" buttons. A red note at the bottom states: "*If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!*"



2023 Michigan Statewide Interoperable Communications Training Conference

14. **If you select Self**, you can pay via **Invoice**, **Credit Card**, or **Journal Voucher** (applicable to Michigan State Police staff ONLY).

- a. **Select either Invoice or Credit Card** depending on how you want to pay and click **Continue**.
- b. Review the Student Registrant Information, make any necessary adjustments, and click **Continue**.

STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name:

Last Name:

Address:

City:

State:

Zip:

Email Address:

* The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.

- c. Proceed to Step 16 below.

15. **If you select Employer**, enter your employer's billing information to pay by **Invoice** and click **Continue**.

EMPLOYER INFORMATION.

Please enter your employer's billing information:

Employer Name:

Please check if State of Michigan employee

Address:

City:

State:

Zip:

Email Address:

Contact Name:

- a. On the Payment Method Screen check the box for **Invoice** and then click **Continue**.

PAYMENT METHOD

Please select your method of payment:

Journal Voucher

Invoice

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!



2023 Michigan Statewide Interoperable Communications Training Conference

- b. Review the Student Registrant Information, make any necessary adjustments, and click **Continue**.

STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name:

Last Name:

Address:

City:

State: ▼

Zip:

Email Address:

* The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.

16. You will see a summary of your information and charges. If everything is correct, review the terms and conditions, check the box to Agree and click **Continue**.

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

TERMS & CONDITIONS

Cancellation of attendance by January 28, 2022, is permitted. After this date, no refunds will be issued but substitutions are welcomed. To register a substitute, please e-mail the new attendee's name and information for whom they are substituting to Bre Lehmann at LehmannR1@michigan.gov. No on-site registrations will be accepted. To cancel a registration

I Agree With These Terms & Conditions

17. **Finalizing Information:** You will receive a confirmation email indicating you completed the payment process. **You are now registered for the conference.**

Credit Card Payments:

18. If you selected **Credit Card** in step 14.a above, you will be directed to the CEPAS Credit Card Processing module for MSP to complete your payment.



2023 Michigan Statewide Interoperable Communications Training Conference

Payment Method

Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module.

This process is being used as a secure means of processing credit card authorizations.

Payment may be made with a valid Visa, MasterCard, or Discover credit card. This payment will appear on your statement as "MI STATE POLICE PMTS."

To begin the payment process, select payment method, then click on "NEXT" in the box below.

* Indicates required field

Choose method of payment

Pay by electronic check

* Account Type: Personal

Pay by credit card

VISA MasterCard

Bank Next Exit

Important Information Regarding Debit Blocks
Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)
Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

[Mispov Home](#) | [Policies](#) | [Accessibility](#) | [Disability Resources](#) | [FOIA](#) | [Departments](#)

19. Chose to pay by either Electronic Check or Credit Card and click **Next**.
20. Fill in all of the requested information and click **Next** to process your payment.

Lodging: You are responsible for making your own lodging reservation. Please use one of the methods listed below to complete your reservations.

To make reservations by phone, call the hotel at 1-833-999-0181 and specifically ask for the Group Block under Michigan's Statewide Interoperable Comm (code MSI).

To make reservations online, visit [Delta Hotels Muskegon Convention Center Interop Conference Reservations](#).