



How to Register for the Conference For State Employees

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

Starting Registration:

- Log into your MI-TRAIN account at <http://www.train.org/mi-train>.
- To locate the conference registration, type **1107105** or **2023 Michigan's Statewide Interoperable Communications Training Conference** in the search box and click **Enter**.
- Click on the title of the conference to register.
- 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:

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



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- 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

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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

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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



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

The screenshot shows the Michigan State Police website's Payment Processing Center. At the top, there is a banner with the Michigan State Police logo and the text "Michigan State Police" and "Michigan.gov The Official State of Michigan Website". Below the banner, the heading reads "WELCOME TO THE PAYMENT PROCESSING CENTER." The main text states: "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:" followed by a "Continue" button, which is circled in red. A red note at the bottom says: "NOTE: The registration process will end if left idle for more than 15 minutes."

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

The screenshot shows the "REGISTRATION INFORMATION" form. It begins with the instruction: "Please fill out the following registration information:". The form contains several sections:

	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"/>
Please list any special dietary needs here or list N/A for none.	\$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"/>

Below the table, there are radio buttons for "Do you need lodging?": Yes and No.

There are also input fields for "Check In Date:", "Check Out Date:", and "Share Room With:".

At the bottom of the form, there are "Back" and "Continue" buttons. The "Continue" button 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!"



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Payment Instructions for Michigan State Police (MSP) Members

- For who is responsible for payment, select **Self**.
 - This will take you to the Payment Method screen to pay by **Journal Voucher**.

Who is responsible for the payment of this course/conference:

Self
 Employee

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

- In the Payment Method screen, make sure **Journal Voucher** is selected in the check box near the top.
 - You will need to provide your SIGMA coding elements. The first selection will be the **Accounting Template**; using the dropdown, select your accounting template.

PAYMENT METHOD

Please select your method of payment:

Journal Voucher
 Invoice

Please provide your SIGMA coding elements:

Accounting Template	5515530PTSNP
Fund	5515531TCFEES
Sub Fund	5515531TEUNP
Object	5515532HAZMATGF
Revenue	5515532HMEPFED
Department	5515532TCFEES
Unit	5515533ERPGFNP
Appropriation Unit	5515533REPNP
BSA	5515540SLSNP
Department Object	5515541REPNP
Department Revenue	5515541RFUNP
Location	5515542SPUNP
Activity	5515543LPFED
Function	5515543LPJ
Reporting	5515543LPUNP
Task	55192016
Task Order	55192017
Program	55192018
Phase	551AIR1000DIRECTOR
Program Period	551AIR1400BEHAVIOR
Debt ID	551AIR2000ASBADMIN
	551AIR2100DSDADMIN
	551AIR2620FEDBYRJAG
	551AIR2700C
	551AIR3000CSSM
	551AIR31001STDHQ
	551AIR32002NDHQ
	551AIR33003RDDHQ
	551AIR35005THDQ

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

- Once you select your accounting template, some of the SIGMA fields will auto populate.



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- The only other field you will need to input SIGMA coding will be the **Department Object** code, enter **6082**.
- When completed, select **Continue**.

PAYMENT METHOD

Please select your method of payment:

Journal Voucher
 Invoice

Please provide your SIGMA coding elements:

Accounting Template	5515541RFUNP
Fund	3565
Sub Fund	
Object	
Revenue	
Department	551
Unit	5541
Appropriation Unit	41460
BSA	
Department Object	6082
Department Revenue	
Location	C023
Activity	
Function	
Reporting	
Task	
Task Order	
Program	550160
Phase	
Program Period	
Debt ID	

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

Payment Instructions for Non-MSP State Employees

- For who is responsible for payment, select **Employer**.
 - This will take you to the Payment Method screen to pay by **Invoice**.

Who is responsible for the payment of this course/conference:

Self
 Employer

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

- Fill in all of your employer's information and **check the box indicating you are a State of Michigan employee**. Click **Continue**.



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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:

* Student is responsible for payment if employer fails to make payment.
If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

- On the Payment Method screen select **Invoice** and click **Continue**.

PAYMENT METHOD

Please select your method of payment:

Journal Voucher
 Invoice
 Credit Card

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

- 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.



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- 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**.

TERMS & CONDITIONS
Cancellation of attendance by February 7, 2023, is permitted. After this date, no refunds will be issued but substitutions are welcomed. To cancel a registration, please contact Bre Lehmann at LehmannB1@michigan.gov and also withdraw through MI-TRAIN. Cancelling your registration will not automatically cancel your hotel reservation. To cancel your hotel room(s), please contact the

I Agree With These Terms & Conditions

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

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](#).