

### How to Register as an Exhibitor or Sponsor for the Conference

### Starting Registration:

\*Please note you must have a MI-TRAIN account before registering, see MI-TRAIN instructions also attached.

• Log in here then type in "1107730" in the search box and click Enter.

Click on the title 2023 Great Lakes Homeland Security Training Conference & Expo Exhibitor Registration to register



### 2023 Great Lakes Homeland Security Training Conference & Expo-Exhibitor Registration



Q

Click on the green "Registration" button to continue.

# 2023 Great Lakes Homeland Security Training Conference & Expo-Exhibitor Registration

Step 1: S	Schedule		
Available Sess	1 Schedule	2 Required Information	3 Confirmation
Available	Sessions		
	Exhibitor Load-In/Set up	.,	
May	Exhibitor Hours-Tuesday	1/7	
<b>9</b> 2023	<b>+</b> Add 11:00 AM - 5:00 P	Μ	
	Exhibitor Reception		
	+ Add 5:00 PM - 6:30 PM	1	

Add all sessions, then click on the "Next" button to continue.

Close

Back Next

## 2023 Great Lakes Homeland Security Training Conference & Expo-Exhibitor Registration

Step 2: Required Information

1 Schedule	2 Required Information	3 Confirmation
No additional info required		

Step 2: Required information: No additional information is required, click Next.

2023 Great Lakes Homeland Security Training Conference & Expo-Exhibitor Registration

Print

Submit

Back

Step 3: Confirmation

1 Schedule	2 Required Information	3 Confirmatio	n
Confirmation			
Costs			
Registration Fee A standard 10 x 10' booth includes:			\$800.00
Pipe and Drape			
8' skirted table with two chairs			
Booth ID sign and number			
Additional sizes and sponsorship opported	unities are available at checkout		
		Total	\$800.00

#### Click on the "Submit" button to continue.



Click on the "Continue" button to continue.

Close



#### 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.

Special Code:

Continue

NOTE: The registration process will end if left idle for more than 15 minutes.

Next you will see the Payment Processing Center page, if you were given a special code, enter here. If not hit "Continue."



## Michigan.gov

The Official State of Michigan Website

#### **REGISTRATION INFORMATION**

Please fill out the following registration information:

booth attendee one: \$60.00 \$60.00 No \lo senter first and last name: enter first and last name: d you like to upgrade to a \$325.00 d you like to upgrade to a \$325.00 No \lo sign?	
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sign?	
\$60.00 No 🗸	
\$6,000.00 No 🗸	
\$4,000.00 Yes 🗸	
\$3,000.00 No 🗸	
\$6,000.00 \$4,000.00 \$3,000.00	No V Yes V No V

question very carefully as several questions are defaulted to "No."

MICHIG STATE PO	Mi	chigan	State P	olice			Michigan.gov
Who is respo	onsible for the payr	nent of this cour	rse/conference:				
O Emp Back	oloyer Continue						
*If exiting ou	t at this point in the	registration pro	ocess: YOU AR	E NOT REGIS	TERED!*		
						$\square$	

Next, select "**Self**" when asked who is responsible for payment.

Michigan State Police	Michigan.gov
PAYMENT METHOD	
Please select your method of payment:	
Credit Card	
Back Continue *If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!*	

When you reach the Payment Method page, the Credit Card box is checked, <u>this</u> is the only form of payment that is accepted, click continue.

MICHIGAN			Michigan.gov
STATE POLIC	Michigan State F	olice	The Official State of Michigan Website
STUDENT F	REGISTRANT INFORMATION.		
Please verify the	e student information:		
First Name:	Exhibitor		
Last Name:	Conference		
Address:	12345 Test		
City:	Lansing		
State:	MICHIGAN	~	
Zip:	48911		
Email Address:	EMHSD-Conference@michigan.gov		
Back		Continue	
* The update of account.	your personal information only effects the Pay	ment Processing Center. Please upd	ate your MI-TRAIN
*If exiting out at	this point in the registration process: YOU AR	E NOT REGISTERED!*	

Next, please verify your information by clicking "continue."

Then you will see the Verification of Additional Information page, please review and click on the "**I agree**" to the terms and conditions at the bottom of the page. Then click "**continue**."

Michigan State Police	Michigan.gov
You have now completed your course/conference registration.	\$
Mi-Train Status: Payment status was sucessfully updated in MI-TRAIN   Return to MI-TRAIN	

You are now registered for the conference.