

# Job Fair & Graduate School Open House Booth Registration Instructions

To participate in the Job Fair and Graduate School Open House (GSOH), all departments and their representatives must complete the <u>booth</u> and <u>convention</u> registration process. Follow these stepby-step instructions to register for your booth:

# **STEP 1: PURCHASE YOUR BOOTH**

### 1. Complete the Booth Registration Form

• Visit the booth registration portal: <u>https://portal.natcom.org/exhibits/upcoming-exhibits</u>.

## 2. Select Your Booth

- Click on "Halls & Floorplans" to view the available booths.
- Choose your desired booth and click on "Purchase this Booth."

11/21/2024 (I) Control	T-Graduate School Open House 2024
	The Graduate School Open House (GSOH) will take place on Thursday. November 21st, in the Acadia Grand Ballroom on the 3rd floor of the Marriott New Orleans. It is open to all registered attendees.
	More Details > Halls & Floorplans > Booths List > Exhibitors List > Register to Attend >
Booth 917 Size: 8x8 Status: Available More Info	e Z Layout Assignment
Booth Profile Booth Space Pro Purchase this Bo	
917 918 918	8 913 011 000 907 005 003 601 12' 912 010 908 908 904 902 900

### 3. Enter Company Information

- In the "Purchase for" section, enter your company name and select it from the dropdown list. Click on "Expand Your Search" if you don't see the company name after entering a few characters.
- Each company and registrant must have a profile in our system to register. Once you have created your profile, you may proceed to register for the <u>booth</u> and the <u>convention</u>. If you incur any issues, please contact <u>convention@natcom.org</u> for assistance.

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Purchase for: *	Search for Record		· · · + · ·			
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	T-International	Communications #85395				
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	T-International	Communication #89509				
	T-Dept. of Interg	national Communication	#88732			
	T-International	Communication Associatio	on #95262			
	T-International	Communications Dept #8	83324			
	T-National Com	munication Association #	\$88432			

### 4. Enter the Point of Contacts Name

• In the "Purchased By" section, enter your name and click "Next."

#### 5. Review Your Order

- Check your cart for accuracy. Once confirmed, click on "Checkout."
- If you see the non-member price, it may indicate:
  - Your department does not have an active membership.
  - Your membership is active but not through December 1.
  - You are not logged into the department member account.

1 Related items Purchasing for "T-National Communicat You can click or tap on each item to go back and r	tion Associati	2 view & Subm			3 onfirmation	
Item		Quantity	Item Price		Item Total	Remove
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#### 6. Submit Payment

• Enter your credit card details and click on "Submit Your Order" to finalize the purchase. Booths will not be held without payment.

## **STEP 2: ADD BOOTH STAFF TO YOUR PURCHASE**

This step helps notify NCA staff and volunteers who to contact onsite regarding the booth. Please note that this step does not register booth staff for the convention.

1. Visit the Booth Registration Portal: <u>https://portal.natcom.org/exhibits/upcoming-exhibits</u>.

## 2. Select Your Booth

- Click on "Halls & Floorplans".
- Locate your booth (highlighted in purple) and click on "Manage My Booth."

	21/2024 (a) T-Graduate School Open House 2024
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	More Details > Halls & Floorplans > Booths List > Exhibitors List >
	Register to Attend >
718	Booth 503 🗙
716	na na Dona State University
617	712 710 Penn State University
614	613 611 More Info
616	Manage My Booth 🔉
518	612 610
517	513 511 509 505 201

### 3. Add Booth Staff

• Click on "Booth Staff," then select "Add Booth Staff."

Save Cancel

📽 Co-Exhi	bitors 😫	Booth Staff	✔ Reservat	ion History			
Add Booth	Staff 🕂						
Name	Title	Email Address	5	Organization	Appointments	Edit	Delete

- Enter the staff member's information, including name, email, and position title.
- Designate the primary contact for booth management by checking the "Primary" box.
- Click "Save."

Name or Email: * Search for Record   Primary:  Title: *	Search for Record	
Primary:	Primary:	
		* +

## **STEP 3: REGISTER BOOTH STAFF FOR CONVENTION**

After securing your booth, ensure that all individuals staffing the booth register as convention attendees. Visit the following link to register: <u>https://www.natcom.org/convention-events/registration-information</u>.

## **IMPORTANT NOTES:**

- Review our <u>policies</u> before registering for a booth.
- Only registered annual convention attendees may work in your booth.
- All attendees must wear their convention badges for access to the exhibit hall.
- Booths not paid for by the deadline will be cancelled.

## **Questions?**

For questions about the Job Fair or GSOH, contact <u>convention@natcom.org</u>. For membership assistance, reach out to <u>memberservice@natcom.org</u>.