

# SPIE Exhibitor Dashboard Tutorial

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## CREATE A SPIE ACCOUNT

A SPIE Account is required to access the Exhibitor Dashboard. If you don't already have a SPIE Account, please create one at <https://spie.org/account/login?redir=/exhibitoradmin/dashboard>

A few things to note before you create your account...

- A SPIE Account is a personal account, not a company account. Do not share a SPIE account with co-workers.
- The Exhibitor Dashboard is linked to your SPIE account.
- **Only** the person noted as the SPIE Liaison for a specific event/year has access to the Exhibitor Dashboard. This is the person designated as the primary liaison on the exhibit contract.
- If you are the new liaison, need to be added as an additional liaison, or have questions about navigating the Dashboard, please email [exhibitions@spie.org](mailto:exhibitions@spie.org).

# SPIE.

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### Sign In

Email or Username

Forgot your username?

Password

Forgot your password?

☐ Keep me signed in ?

Sign In

### Create an Account

- One account for multiple SPIE sites (SPIE, SPIE Digital Library, SPIE Career Center)
- Faster checkout with pre-filled forms
- Save and manage your conference schedule
- Manage your SPIE professional public profile
- Manage your account information and communication preferences

Create Account

## LOG INTO THE EXHIBITOR DASHBOARD

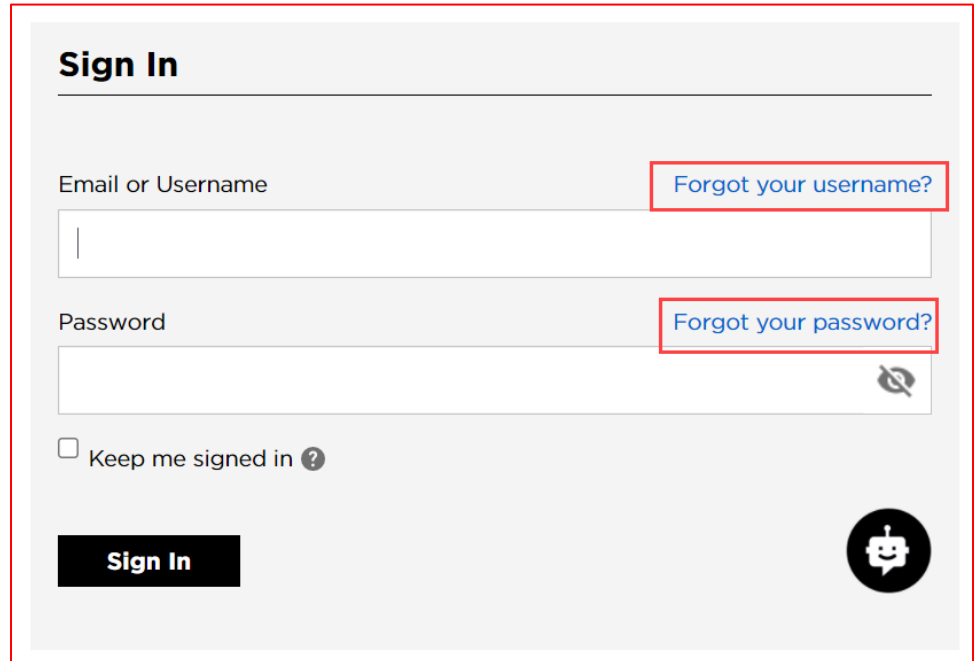
Use your SPIE Account credentials to log into the Exhibitor Dashboard.

<https://spie.org/account/login?redir=/exhibitoradmin/dashboard>

If you forgot your Username or Password, use the helpful 'Forgot' links or contact

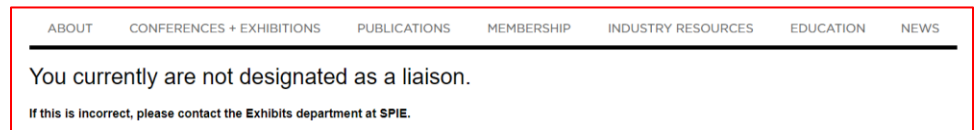
[Customerservice@spie.org](mailto:Customerservice@spie.org).

Do not create a second account, it will not work.



## Trouble-Shooting Login Issues

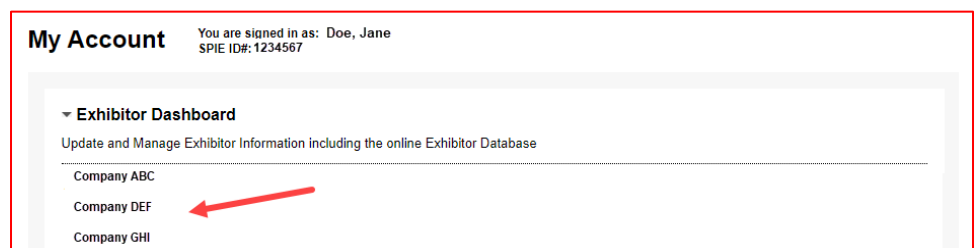
If you receive a notification that you are not a designated liaison, contact [exhibitions@spie.org](mailto:exhibitions@spie.org) to be added as a liaison.



If you don't see your company dashboard upon logging in, click **My Account** and **Account Details** from the black menu bar at the top of the screen.



Choose your company name under Exhibitor Dashboard. If your company is not listed, you are not a designated liaison. Contact [exhibitions@spie.org](mailto:exhibitions@spie.org) to be added as a liaison.



## EXHIBITOR DASHBOARD OVERVIEW

**IMPORTANT:** All submissions made through the Exhibitor Dashboard take **24 hours** to publish to the website.

✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.

### Account Information

Your name, along with your company's Corporate Membership status appears in the upper right.

### Exhibitor Dashboard

Account Dashboard

You are signed in as: Ms. Kelli Clausen

Corporate Member Status: Corporate Member  
Expires: 28 February 2022 | [Renew Membership](#)

Click **Account Dashboard** to update/edit your SPIE Account.

### Select Company

If you are the liaison for multiple companies, choose the company you would like to update from the Select Company drop-down.

### Exhibitor Dashboard

Account Dashboard

You are signed in as: Doe, Jane

Corporate Member Status: Corporate Member  
Expires: 29 February 2020 | [Renew Membership](#)

#### Select Company

Company ABC  
Company ABC  
Company DEF  
Company GHI  
Company JKL  
Company MNO

### Company Logo

Add or update your company logo to appear with your online and app listings.

Logos cannot exceed 300w x 150h pixels and must be in jpg or gif format.

Click **submit** after uploading your image

Logo cannot be larger than 300w x 150h pixels in JPG or GIF format.

#### Company Logo

Add or replace your company logo to appear with your listings

Upload Company Logo

Choose File | No file chosen



Submit

## Event Dashboards

All current SPIE events you are listed as a liaison for will appear in the Exhibitor Dashboard. Please make sure you are updating the correct event.

Each event dashboard includes the event logo, exhibition dates, location of the exhibiton, and your assigned booth number.

Also included is a link to the exhibitor logistics page. The exhibitor logistics page has important links, deadlines and helpful information for planning your event.

<p><b>SPIE Optifab 2021 Exhibition</b></p> <p>Exhibition Dates: 19 - 21 Oct 2021 Location: Rochester, New York, United States Booth Number: 1114</p> <hr/> <p><a href="#">Event Listing Summary</a></p> <p><a href="#">Exhibitor Listing</a></p> <p><a href="#">Assign Keywords</a></p> <p><a href="#">Select Categories</a></p> <p><a href="#">Review Exhibitor Invoice:</a> <b>ORD-1993744-V6N8C7</b></p> <p><a href="#">Review Exhibitor Sponsorship Invoice:</a> <b>ORD-2064371-Y3L8L9</b></p>	<div style="text-align: right;">  </div> <div style="text-align: center; margin-top: 10px;">  </div> <div style="text-align: right;"> <a href="#">Exhibitor Logistics</a> </div> <hr/> <div> <div><a href="#">Exhibitor Manual</a></div> <div><a href="#">Exhibit Staff Registration</a></div> <div><a href="#">Add Announcement</a>   <a href="#">Manage Announcements</a></div> <div><a href="#">Upload Certificate of Insurance</a></div> </div>
<p><b>SPIE BIOS EXPO 2022</b></p> <p>Exhibition Dates: 22 - 23 Jan 2022 Location: San Francisco, California, United States Booth Number: 8336</p> <hr/> <p><a href="#">Event Listing Summary</a></p> <p><a href="#">Exhibitor Listing</a></p> <p><a href="#">Assign Keywords</a></p> <p><a href="#">Select Categories</a></p> <p><a href="#">Review Exhibitor Invoice:</a> <b>ORD-2038202-X9F6Z1</b></p>	<div style="text-align: right;">  </div> <div style="text-align: right;"> <a href="#">Exhibitor Logistics</a> </div> <hr/> <div> <div><a href="#">Preview Product Launch</a></div> <div><a href="#">Add Announcement</a>   <a href="#">Manage Announcements</a></div> <div><a href="#">Submit a Product Demonstration Request</a>   <a href="#">Manage Demonstrations</a></div> <div><a href="#">Upload Certificate of Insurance</a></div> </div>
<p><b>SPIE Photonics West 2022 Exhibition</b></p> <p>Exhibition Dates: 25 - 27 Jan 2022 Location: San Francisco, California, United States Booth Number: 3336</p> <hr/> <p><a href="#">Event Listing Summary</a></p> <p><a href="#">Exhibitor Listing</a></p> <p><a href="#">Enhanced Exhibitor Features</a></p> <p><a href="#">Assign Keywords</a></p> <p><a href="#">Select Categories</a></p> <p><a href="#">Review Exhibitor Invoice:</a> <b>ORD-2038275-N4L5T6</b></p> <p><a href="#">Review Exhibitor Sponsorship Invoice:</a> <b>ORD-2038275-N4L5T6</b></p>	<div style="text-align: right;">  </div> <div style="text-align: right;"> <a href="#">Exhibitor Logistics</a> </div> <hr/> <div> <div><a href="#">Exhibitor Manual</a></div> <div><a href="#">Preview Product Launch</a></div> <div><a href="#">Add Announcement</a>   <a href="#">Manage Announcements</a></div> <div><a href="#">Submit a Product Demonstration Request</a>   <a href="#">Manage Demonstrations</a></div> <div><a href="#">Upload Certificate of Insurance</a></div> </div>
<p><b>SPIE Defense + Commercial Sensing 2022 Exhibition</b></p> <p>Exhibition Dates: 5 - 7 Apr 2022 Location: Orlando, Florida, United States Booth Number: To Be Determined</p> <hr/> <p><a href="#">Event Listing Summary</a></p> <p><a href="#">Exhibitor Listing</a></p> <p><a href="#">Assign Keywords</a></p> <p><a href="#">Select Categories</a></p> <p><a href="#">Review Exhibitor Invoice:</a> <b>ORD-2038289-W4F5J6</b></p>	<div style="text-align: right;">  </div> <div style="text-align: right;"> <a href="#">Exhibitor Logistics</a> </div> <hr/> <div> <div><a href="#">Add Announcement</a>   <a href="#">Manage Announcements</a></div> <div><a href="#">Upload Certificate of Insurance</a></div> </div>

## EVENT DASHBOARD LINKS

Below are all the links that may appear in the Exhibitor Dashboard. Not all links will appear at all times or to all people.

▼ SPIE Photonics West 2022 Exhibition

Exhibition Dates: 25 - 27 Jan 2022

Location: San Francisco, California, United States

Booth Number: 3336

**SPIE. PHOTONICS WEST**

Exhibitor Logistics

1 <a href="#">Event Listing Summary</a>	9 <a href="#">Exhibitor Manual</a>
2 <a href="#">Add Additional Liaison</a>	10 <a href="#">Exhibit Staff Registration</a>
3 <a href="#">Exhibitor Listing</a>	11 <a href="#">Preview Product Launch</a>
4 <a href="#">Enhanced Exhibitor Features</a>	12 <a href="#">Add Announcement   Manage Announcements</a>
5 <a href="#">Assign Keywords</a>	13 <a href="#">Submit a Product Demonstration Request   Manage Demonstrations</a>
6 <a href="#">Select Categories</a>	14 <a href="#">Upload Certificate of Insurance</a>
7 <a href="#">Review Exhibitor Invoice: ORD-2038275-N4L5T6</a>	15 <a href="#">Schedule a Laser Safety Inspection</a>
8 <a href="#">Review Exhibitor Sponsorship Invoice: ORD-2038275-N4L5T6</a>	

\*Click on a number to jump to the section

### 1 [Event Listing Summary](#)

Displays all promotional copy submitted for your company, including Exhibitor Listing copy, Product Launch information, Keywords, Categories, Company Logo, and Company Announcements. Click **edit** to update any of these submissions.

### 2 [Add Additional Liaison](#)

Primary liaisons can add secondary and tertiary liaisons for access to the exhibitor dashboard.

*\*This link is only available to the Primary Liaison.*

Secondary liaisons receive emails and exhibitor dashboard access.  
Tertiary liaisons only receive exhibitor dashboard access.

**Liaison Information**

\*First Name

\*Last Name

\*Email

\*Liaison Role

**Submit**

Enter the new liaisons name, email, and liaison designation and click **submit**.

To remove a liaison, email [exhibitions@spie.org](mailto:exhibitions@spie.org).

### 3 Exhibitor Listing

Submit/Edit company information to appear on SPIE.org, SPIE Conference App, and in the printed exhibition guide. Don't forget to click **submit** at the bottom of the page after any changes have been made.

Submit

A confirmation notice will appear at the top of the screen when your submission has been successfully received.

✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.

#### Exhibitor Information

Edit your display name, address, email, phone, and website information.

Email, phone, and fax only appear in the exhibition guide.

Permanent address or company name changes must also be submitted to [exhibitions@spie.org](mailto:exhibitions@spie.org).

\*Required field

**Exhibitor Information** Email, phone and fax are not displayed in your SPIE.org or SPIE Conference App listing.

*Display Name	SPIE Career Center		
*Street Address	1000 20th St		
Department/Division			
*Country	United States	Zip/Postal Code	98225-6705
*City	Bellingham	*State/Province	Washington

Company Email	sales@spiecareercenter.org	Company Website	www.spiecareercenter.org
Company Phone	+1 360 685 5551	Alternate Phone	
Fax	+1 360 647 1445		

#### Exhibitor Description

Submit a 100-character featured product and 500-character company description.

Featured product only appears in the exhibition guide and the SPIE Conference App.

Want to use your Company Description from a previous year/event? Click the **Import from a prior event** link. Don't forget to click **submit** after the company description has been imported.

**Photonics West Exhibitor Description**

Guidelines: Type one complete paragraph. Paragraph breaks and bullets are not permitted. Text exceeding character limit will cut off. Use caution when copying and pasting.

Featured Product	Character Count 0   Characters Remaining 100
Company Description	Character Count 0   Characters Remaining 500

Import from a prior event

## Customer Contact Information

Submit Primary and Secondary contacts to appear in the exhibition guide.

**Customer Contact Information** Exhibition Guide and SPIE Conference App only

**Primary Contact**

First/Given Name
Last/Family Name

Job Title
Email

**Secondary Contact**

First/Given Name
Last/Family Name

Job Title
Email

## Company Video

Submit a YouTube video to appear on your exhibitor listing.

Must be a valid YouTube URL and include https.

Submit up to 5 videos if you purchased the Enhanced Exhibitor Sponsorship. Click **Add Another Video**.

**Company Video** Online exhibitor listing and SPIE Conference App

Submit your company video to be included with your online company listing. Must be a YouTube URL. Your enhanced exhibitor listing allows up to five (5) total videos. Videos will be displayed on a rotating basis.

Insert Youtube URL

Preview

Preview Video

+ Add Another Video

\*Enhanced Exhibitors Only

## Banner Ad

Submit a 1200w x 200h banner ad to appear on your exhibitor listing (must be jpg or png file).

Include a URL to link your banner ad.

**Banner Ad** Online exhibitor listing and SPIE Conference App

Upload banner ad to be included with your online company listing. File dimensions must be 1200 x 200 (jpg and png file types supported).

**Banner Ad**

Choose File
No file chosen

Preview

**Banner Ad Link**



## 4 Enhanced Exhibitor Features

Include conference presentations, giveaways, and social media on your SPIE.org and SPIE Conference app exhibitor listing.

*\*This link only appears if you purchased an Enhanced Listing Sponsorship.*

### Conference Presentations

Promote a co-worker's presentation by adding it to your exhibitor listing.

Choose the presentations from the list provided and click **save**.

If you don't see a presentation listed, email [exhibitions@spie.org](mailto:exhibitions@spie.org).

### Company Conference Presentations

SPIE has identified the following paper or poster presentations to be presented by authors from your company. Check the "show" box for each individual presentation you would like displayed on your exhibitor listing (online and app), then save your changes.

**Show**

☐

Paper 11889-11

**Turbulence mitigation in laser interferometry: three approaches**

Authors: Sabatini, Madelyn, Zygo Corporation, Franco, Nicholas, Univ. of Rochester, Kim, Steve, Univ. of Rochester, Mark, Paul R, Zygo Corporation

18 October 2021 • 12:10 PM - 12:30 PM EDT

Show Abstract +

☐

Paper 11889-1

**Advances in flexible precision aspheric form measurement using axially scanned interferometry**

Authors: Dresel, Thomas, Zygo Corporation, Fay, Martin F., Zygo Corporation, Turzhitsky, Michael, Khalsa, Karta, de Groot, Peter J., Zygo Corporation

18 October 2021 • 8:00 AM - 8:20 AM EDT

Show Abstract +

Please email [exhibitions@spie.org](mailto:exhibitions@spie.org) to add a presentation not listed.

Save

### Giveaways

Drive attendees to your booth by including your giveaways/drawings on your exhibitor listing.

Add a 500-character description and 1000w x 600h image (jpg or png file). Click **save**.

Your giveaway is also included on the event giveaway page.

### Company Giveaway

Exhibitors may offer their own giveaways and drawings to help attract people to their booth, start conversations, invite involvement, and serve as branded reminders. The giveaway will appear on your online exhibitor listing and the SPIE conference app during the event.

\*Required

\*Giveaway (?)

Description

Character Count 0 | Characters Remaining 500

\*Giveaway Ad

File dimensions 1000x600 px (jpg and png file types supported)

Choose File

No file chosen

Save

## Social Media

Add social media links to your exhibitor listing.

Enter the URL and click **save**.  
Submission must be a full URL  
(include http or https).

### Social Media

Extend your customer engagement by adding your social media accounts to your online exhibitor listing and the SPIE conference app during the event. Draw customers in early with your pre-show outreach, then join the conversation during and after the conference.

Enter full URL for each social media URL to be displayed.

Twitter1	<input type="text" value="http://"/>
Twitter2	<input type="text" value="http://"/>
LinkedIn	<input type="text" value="http://"/>
Facebook	<input type="text" value="http://"/>
Instagram	<input type="text" value="http://"/>

**Save**

## 5 Assign Keywords

Enter in keywords or phrases so customers can easily find you when searching on SPIE.org and the SPIE Conference App. Competitor names and/or products are **not** allowed.

There is no limit on keywords. Click **Add more keywords** to add additional keywords.

Want to use the keywords you entered for a previous SPIE Event? Click the **Import from a prior event** link.

Don't forget to click **submit** after the keywords have been imported.

Enter keywords or phrases that best describe your company products and/or services. Competitor names and/or products are not allowed. SPIE reserves the right to edit submissions as necessary. Keywords are for use on SPIE.org and SPIE Conference App search.

### Keywords

**Add more keywords**

**Submit**

## 6 Select Categories



Select up to 5 technology and 5 Application categories so customers can easily find you when searching on SPIE.org and the SPIE Conference App.

Want to use the categories you entered for a previous SPIE Event? Click the **Import from a prior event** link.

Don't forget to click **submit** after the categories have been imported.

Select up to 5 Technology and 5 Application categories that apply to your products and services. You may add as many subcategories that directly apply to your business. Categories are for use on SPIE.org and SPIE Conference App search.

If you do not find a category or subcategory field that meets your needs, please contact [Exhibitions](#) or call +1 360 676 3290.


View All Technology Applications

- Astronomy
- Basic Research, Science
- Biomedical, Medical Imaging, Health Care
- Cameras and Imaging systems
- Chemical and Biological Analysis
- Communications & Networking
- Computing Systems, Data Processing
- Computing, Data Processing Hardware
- Consulting Services
- Consumer Electronics
- Defense, Security, Law Enforcement
- Detectors, Sensors

My List

Technology 0 of 5

Applications 0 of 5



Questions? Email [exhibitions@spie.org](mailto:exhibitions@spie.org) or call +1 360 676 3290.

## 7 Review Exhibitor Invoice

View, download or email the exhibit invoice. Pay the invoice via Credit Card or PayPal.


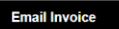
## 8 Review Sponsorship Invoice

View, download or email the sponsorship invoice. Pay the invoice via Credit Card or PayPal.

*\*This link only appears if you purchased a sponsorship for the event.*

**Pay Invoice #ORD-2038275-N4L5T6**

**SPIE Career Center**

**Order Details**

Shipping  
Ms. Lacey Barnett  
SPIE Career Center  
1000 20th St  
Bellingham WA 98225-6705  
United States

**Order Summary**

	Quantity	Item Price	Item Total
SPIE Photonics West 2022 SPIE.org Enhanced Listing	1	\$1,495.00	\$1,495.00
SPIE Photonics West 2022 Booth Space	4	\$6,250.00	\$25,000.00
SPIE Photonics West 2022 Corner	2	\$1,395.00	\$2,790.00
		SUBTOTAL	\$29,285.00
		Discount	-\$27,790.00
		Shipping	\$ 0.00
		Tax	\$ 0.00
		TOTAL	\$ 1,495.00
		<b>BALANCE DUE</b>	<b>\$ 1,495.00</b>

SPIE | PO Box 10 | Bellingham, WA 98227-0010 USA

## 9 Exhibitor Manual

This link will take you to the online Exhibitor Service Manual, where you can order furnishings, utilities, and more for your exhibit space. You will be directed to a different website.

*\*This link only appears when the Exhibitor Service Manual is available.*

## 10 Exhibit Staff Registration

Register your booth staff and send confirmations. See the [Exhibitor Registration Tutorial](#) for detailed instructions.

*\*This link only appears when the Registration is open.*

## 11 Preview Product Launch

Submit a product to be included in the Exhibition Preview. Submissions are also included in the printed Exhibition Guide.

*\*This link only appears when submissions are being accepted.*

Add a 100-character description, image (4" wide, 300 dpi, RGB color) and click **submit**.

Submit a photo of your product and 100 character description to be showcased in the Exhibition Preview, the Exhibition Guide, and in other promotions!

### Requirements:

- Limited to **one** preview product submission per company.
- Submitted product or prototype must be available at your booth.
- Product descriptions are limited to 100 characters.
- Photo must be of the **product only** - **no text or company logo**.
- Photo specifications:
  - .tif, .bmp, .eps, .jpg, or .pict file (No .gif or .pdf and no embedded pictures)
  - Convert to RGB color
  - Set at 300 dpi resolution
  - Size it at 4" wide

### Preview Product Launch

**\*Required**

Character Count 0 | Characters Remaining 100

\*Description

\*Image

## 12 Add Announcement | Manage Announcements

Submit an announcement to be featured on your SPIE.org exhibitor listing, as well as the event Company Announcement page.

Enter an announcement headline and description (10000-character limit) and click **submit**.

Announcements are accepted until the end of the event and are posted as they are received.

### Announcement Headline

### Announcement Description

Character Count 0 | Characters Remaining 10000

To edit or delete an announcement, click the Manage Announcement link.

Click **edit** to make any changes to your announcement. Don't forget to click **submit**.

Click **delete** to remove your announcement from your exhibitor listing.

## Manage your announcements:

**Add Announcement**

**Inc. Magazine Unveils Its Annual List of America's Fastest-Growing Private Companies**  
 NEW YORK, August 13, 2020 – Inc. magazine today revealed that Optikos Corporation is No. 4176 on its annual Inc. 5000 list, the most prestigious ranking ...  
 7/6/2021 12:13:13 PM

Edit Delete

**Optikos Certified to ISO 13485:2016 for Medical Devices**  
 Wakefield, MA USA, September 10, 2020—Optikos Corporation announced today the Company has expanded its ISO certification to include ISO 13485:2016, indicating ...  
 7/6/2021 12:12:06 PM

Edit Delete

**Optikos Announces Expansion of Manufacturing Facility and Operations**  
 Wakefield, MA USA, April 13, 2021—Optikos Corporation announced today the company has expanded its contract manufacturing and assembly capability in Wakefield, ...  
 7/6/2021 12:10:48 PM

Edit Delete

## 13 Submit a Product Demonstration Request | Manage Demonstrations

Give a live 30-minute product demonstration on the exhibition floor. Fee applies.

*\*This link is only available if product demonstrations are offered at the event.*

Enter your demonstration information title, name, company, and description (200-character limit).

Designate the top three preferred time slots with 1, 2, 3, and any unpreferred times with X.

Select payment method and click **submit**. A receipt will be emailed to you.

## Demonstration Request

\* Demonstration Title

\* Presenter's Name

\* Presenter's Company

\* Description

Character Count 0 | Characters Remaining 200

## Demonstration Times

Specify your top 3 choices below represented by a 1, 2, and 3. Indicate which times are definite conflicts with an X. You may not select more than one first, second, or third choice.

		PW22B BIOS DEMO AREA						
		10:30 AM	11:30 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM	4:30 PM
<b>22 January</b> Saturday						<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>
<b>23 January</b> Sunday		<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">▼</div>	

1

2

3

X

To edit or cancel a product demonstration, click the Manage Demonstrations link.

Click **edit** to make any changes to your product demonstration. Don't forget to click **submit**.

Click **cancel** to cancel your product demonstration request.

## Manage your demonstration requests.

[Add Demonstration Request](#)

**Characterizing Low Dimensional Materials using Raman Spectroscopy**

Shayne M. Harrel, PhD

Characterizing Low Dimensional Materials using Raman Spectroscopy

Low dimensional materials have unique optical and electrical properties but are challenging to characterize due to their nanoscale size. We report advances ...

[Edit](#)
[Cancel](#)

**Assigned Demonstration Time:** Tuesday, January 25, 2022 11:30 AM  
**Location:** Demo Area 1 (Hall ABC)

## 14 Upload Certificate of Insurance

SPIE requires a Certificate of Insurance for each event.

Upload a PDF of your COI and click **submit**.

## CERTIFICATE OF INSURANCE – [See Sample COI](#)

### Insurance Guidelines

Exhibitors must, at their own expense, secure and maintain the required insurance coverage listed below through the duration of the exhibition, including move-in and move-out days:

- Required Coverages:
  - (A) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable)
  - (B) Worker's Compensation insurance
- All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis
- Exhibitor shall name SPIE - The International Society for Optics and Photonics, the event Service Contractor, the event Convention Center, and the event Location as an additional insured on its general commercial liability insurance. Include all directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the above.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. **Please make sure your insurance company includes the exhibiting company in the Certificate of Insurance**
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph

Upload COI (accepted file type: PDF)

Choose File

No file chosen

## 15 Schedule a Laser Safety Inspection

Companies displaying an active laser are required to register for an onsite Laser Safety Inspection.

*\*This link is only available if Laser Safety Inspections are offered at the event.*

Enter an onsite contact name, phone number, email, and a description of your laser (250-character limit).

Select a time for the inspection. Click **submit**.

A confirmation will be emailed to you.

To change your inspection time, select a new time and click the **Update** button.

To cancel your inspection, click the **Delete Inspection** button.

## PAST EVENTS

View your exhibitor listing copy, keywords, categories, and invoice from past events.

You must be a liaison on the past event for it to appear.

Past Events only include the previous 3 years.

### Inspection Request

\* Required

\* Onsite Contact Name

\* Onsite Contact Phone Number

\* Onsite Contact Email

Character Count 0 | Characters Remaining 250

\* Equipment Description

### Inspection Times

	Hall ABC									
	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
30 January Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31 January Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Hall ABC									
	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
30 January Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31 January Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Past Events

Review company information listed for past events attended

▶ SPIE Defense + Commercial Sensing 2021 Digital Marketplace

▶ SPIE BIOS 2021 Digital Marketplace

▶ SPIE Photonics West 2021 Digital Marketplace

▼ SPIE Optics + Photonics Exhibition 2021

Exhibitor Listing

Assign Keywords

Review Exhibitor Invoice: ORD-1970054-T9X5F9

Select Categories

Announcement(s)

## EXHIBITOR REGISTRATION

Badges are required for all persons entering the exhibit hall. It is the liaison's responsibility to register booth staff.

There are two different badge types:

### Exhibit Staff

- Receives entry into the exhibit hall before, during, and after exhibit hall hours.
- Receives entry into the welcome reception.
- Each company is allotted 50 Exhibit Staff. You may request more by contacting [exhibitions@spie.org](mailto:exhibitions@spie.org).

### Exhibit Staff with Technical Pass

- Receives entry into the exhibit hall before, during, and after exhibit hall hours.
- Receives entry into conference sessions, plenaries, panels, and poster sessions. It is not valid for Authors. All Authors must register for a Speaker/Author registration through the [spie.org](http://spie.org) website.
- Each company's allotment is based on exhibit space: Islands, Booth and Peninsulas receive two; Tables receive 1; and co-exhibitors do not receive any.

The Exhibit Staff Registration link will only appear when registration is open. If you do not see the link contact [exhibitions@spie.org](mailto:exhibitions@spie.org).

If you are exhibiting at more than one event, make sure you are registering for the correct event.

▼ SPIE Photonics West 2020 Exhibition

Exhibition Dates: 4 - 6 Feb 2020  
Location: San Francisco, California, United States  
Booth Number: 3126

[Event Listing Summary](#)  
[Company Information](#)  
[Company Description](#)  
[Assign Keywords](#)  
[Select Categories](#)  
[Review Exhibitor Invoice: ORD-1875342-K7H2F6](#)

[Exhibit Staff Registration](#)  
[Preview Product Launch](#)  
[Add Product Announcement](#) | [Manage Announcements](#)  
[Submit a Product Demonstration Request](#) | [Manage Demonstrations](#)

## Registration Notes

- If you exhibit at Photonics West and BIOS Expo, register for Photonics West only. One badge is good for both events.
- Co-exhibitors should register separately under their own Dashboard Account.



## Register Past Exhibitor Staff

To add booth personnel from the previous year's event, Drag and Drop the name from the Past Exhibitor Staff list to the current roster (Exhibit Staff with Technical Pass or Exhibit Staff).

Don't forget to click **Save Roster** after adding your registrations.

REGISTER STAFF [SEND CONFIRMATION TO STAFF](#)

**Add Person to Booth Personnel**

First Name Last Name/Family Name Email Address **Add person**

or drag and drop from past exhibitor staff

**Past Exhibitor Staff** ⓘ

- DeVries, Cathy
- Fox, Buffy
- Stieber, Stephen**

**2020 SPIE Photonics West 2020 Exhibition**

**EXHIBIT STAFF WITH TECHNICAL PASS** 1 of 2

- Fox, Buffy**  
 SPIE  
 Bellingham, WA, United States  
 buffy@spie.org  
[Update Badge Information](#)

**EXHIBIT STAFF** 1 of 50

- DeVries, Cathy**  
 SPIE  
 Bellingham, WA, United States  
 cathy@spie.org  
[Update Badge Information](#)

## Register New Exhibitor Staff

To add new booth personnel, enter the First Name, Last Name/Family Name, Email Address and click **Add Person**.

REGISTER STAFF [SEND CONFIRMATION TO STAFF](#)

**Add Person to Booth Personnel**

First Name Last Name/Family Name Email Address **Add person**

John Smith johnsmith@company.com

If the new staff member is in the SPIE database, edit their badge information, select the badge type, and click **Update Roster**.

**Exhibit Staff Information** ⓘ

**Badge Information** (as will appear on the printed badge)

\*Badge Type

- ☒ Exhibit Staff (access to exhibition hall only)
- ☐ Exhibit Staff with Technical Pass (access to exhibition hall and conferences)

\*First Name Kelli  
Maximum 20 characters allowed

\*Last/Family Name Clausen  
Maximum 20 characters allowed

\*Company Name SPIE  
Maximum 28 characters allowed

\*City Bellingham \*State/Province Washington

\*Country United States

**UPDATE ROSTER**

If the new staff member is not in the SPIE Database, enter their contact information, badge information, select the badge type, and click **Add To Roster**.

Exhibit Staff Information

\*Required Field

Contact Information

Prefix is required

\*Prefix

\*First Name

John

\*Last/Family Name

Smith

Title

Company Name

SPIE Career Center

\*Street Address

1000 20th St

Department/Division

\*Country

United States

\*Zip/Postal Code

98225-6705

\*City

Bellingham

\*State/Province

Washington

\*Email

johnsmith@company.com

Phone Number

Extension

Example: 123-555-3216

Fax

Example: 123-555-3216

Badge Information (as will appear on the printed badge)

\*Badge Type

☒ Exhibit Staff (access to exhibition hall only)

☐ Exhibit Staff with Technical Pass (access to exhibition hall and conferences)

\*First Name

Maximum 20 characters allowed

\*Last/Family Name

Maximum 20 characters allowed

\*Company Name

SPIE Career Center

Maximum 28 characters allowed

\*City

Bellingham

\*State/Province

Washington

\*Country

United States

ADD TO ROSTER

When finished registering staff, click **Save Roster** before moving to another page or tab, otherwise all edits will be lost.

**NOTE:**  
Save roster before leaving page  
or all changes will be lost.

**SAVE ROSTER**

**Important:** Do not overwrite a badge that is already assigned to a different person. This will cause errors and not allow the badge to print onsite. The name on the left must match the name on the badge.

## Good Registration

EXHIBIT STAFF WITH TECHNICAL PASS
1 of 2

1 **Fox, Buffy**  
 SPIE  
 Bellingham, WA, United States  
 buffyf@spie.org  
[Update Badge Information](#)

BUFFY  
FOX  
SPIE Career Center  
BELLINGHAM, WA, UNITED STATES  
EXHIBITOR  
TECH PASS 2019

## Bad Registration

EXHIBIT STAFF WITH TECHNICAL PASS
1 of 2

1 **Fox, Buffy**  
 SPIE  
 Bellingham, WA, United States  
 buffyf@spie.org  
[Update Badge Information](#)

KELLI  
CLAUSEN  
SPIE Career Center  
BELLINGHAM, WA, UNITED STATES  
EXHIBITOR  
TECH PASS 2019

## Send Email Confirmations

Send a confirmation email for staff to bring to onsite registration and expedite badge pick-up.

*\*Registered staff will also receive an email with barcode one week prior to the event.*

Click the **Send Confirmation to Staff** tab.

REGISTER STAFF
SEND CONFIRMATION TO STAFF

NOTE:  
Save roster before leaving page or all changes will be lost.

SAVE ROSTER

Select all exhibit staff or choose individual staff to receive the email confirmation. Click **Send Confirmation**.

Select	Name & Email	Contact Information	Badge Information	Confirmation Date Sent
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>Send confirmation</b></span> </div>				
<input type="checkbox"/>	Select All (2)			
<input type="checkbox"/>	DeVries, Cathy cathy@spie.org	SPIE 1000 20th St Bellingham WA United States	Cathy DeVries SPIE Career Center Bellingham, WA, United States	
<input checked="" type="checkbox"/>	Fox, Buffy buffyf@spie.org	SPIE 1000 20th St Bellingham WA United States	Buffy Fox SPIE Career Center Bellingham, WA, United States	
	<span style="color: red;">✓ Technical Pass</span>			
<input type="checkbox"/>	Select All (2)			
<span style="background-color: #000; color: white; padding: 5px 10px; border-radius: 3px;">Send confirmation</span>				