Exhibit Staff 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.

**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 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.

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

Register Booth Staff
The Exhibit Staff Registration link will appear when registration opens. If you do not see the link contact exhibitions@spie.org.

- If you are the liaison for more than one company, select the company that you are registering for from the drop-down menu.

Exhibitor Dashboard

![Account Dashboard](image)

**Select Company**

![Select Company](image)
• Click the Exhibit Staff Registration link under the specific event. If you are exhibiting at more than one event, make sure you are registering for the correct event.

To Register Previously Registered Staff:
• To add booth personnel from the previous year’s event, Drag and Drop from the Past Exhibitor Staff list to the current roster (Exhibit Staff with Technical Pass or Exhibit Staff).
To Register New Staff:

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

- Enter the New Exhibit Staff’s contact information, choose the Badge Type and click 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.

**Important:** Do not overwrite a badge that is already assigned to someone with a different person’s name. 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:**

**Bad Registration:**
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

- Select all the exhibit staff at once, or individually, to receive the email confirmation.

- Click **Send Confirmation**.