



Registration Instructions

- On-line Registration is mandatory.
- Each person must register separately.
- Type in your agency/institution/facility/campus where you are employed and the address.
- Cancellation - Refund Policy: BSRM unfortunately cannot accept cancellations for registration and cannot refund registration fees once they are received. However, substitutions are welcome and all changes must be made in advance of the conference by e-mailing to: DOARM@Wisconsin.gov . All registration changes must be made by October 20, 2023.
- An inter-unit bill will be generated to your agency Accounts Payable office when registration closes.
- Register early to secure your seat in the sessions of your choice!
- Conference attendance is limited to 400 people. Registrations will be accepted on a first-come, first-served basis.

STEP 1

Complete your name and employer's address information. **Print/save a copy of your registration before submitting.**

STEP 2

This year there are 3 general sessions that all attendees will attend together. You do not have to sign up for the group sessions.

The afternoon offers 3 breakout sessions. Select which conference breakout session you would like to attend. We use this information to assist in planning room assignments. Choose one session for the breakout sessions.

STEP 3

The on-line registration allows you to input dietary restrictions or other accommodation needs.

STEP 4

Use your printed, or saved form to provide a copy of your registration to your Accounts Payable. **Upon close of registration, 10/20/23,** an invoice will be generated and sent to your respective Accounts Payable offices for payment.

STEP 5

All registrants will receive an email confirmation once payment has been received. If you do not receive a confirmation email, please email to DOARM@Wisconsin.gov.

****again this will be sent to you after 10/20/23****

***** Parking cost at the Monona Terrace is included in your registration fee. You will receive a voucher for parking at the conference to provide the parking attendant on your way out.*****

[REGISTER HERE](#)