

2017 SBOP Conference Registration Instructions

- This conference is only open to state agency, UW System and municipal employees. Registrations will be accepted on a first-come, first-served basis. Due to limited space and high demand, registrations from local governments are conditional. For local government registrations only, a second confirmation will serve as official notice that your registration is final.
- Online registration is mandatory and each person must register separately. Please keep a copy of your registration for your records.
- Registration closes Friday, November 3, 2017 or earlier if registration fills up.
- **Registration fees:** Register early to take advantage of the reduced fee and to secure a seat in the sessions of your choice!
\$30 - Early registration (thru October 14)
\$45 - Late registration (October 15 – November 3, or until full).
- **Registration payment:** The State Bureau of Procurement will issue one invoice to your organization for all your attendees after registration closes on November 3, 2017. All registration fees must be received before the start of the conference.
- **Cancellation & Refund Policy:** Once you have registered for the conference, you are responsible for paying the registration fees as the registration site does not support cancellations. However, substitutions are welcome and all changes must be made in advance by emailing: Jessica.Vieira@wisconsin.gov. All registration changes must be made by Friday, November 3, 2017.

STEP 1

Go to the registration website:

<http://doa.wi.gov/Divisions/Enterprise-Operations/State-Bureau-of-Procurement/State-Bureau-of-Procurement-Conference/SBOP-Conference-Registration/>

STEP 2

Enter your name as it should appear on your name badge.

Enter your complete mailing address (Inter-D address if applicable), telephone and email address. Select the agency that you are employed with from the dropdown list. If your agency does not appear, select "OTHER COMPANY/AGENCY – Fill in text below" and enter your agency name in the line provided.

STEP 3

Select which conference sessions you would like to attend. We use this information to assist in planning room assignments and to ensure adequate space in each workshop. Choose one session per time slot as indicated on the form. Several sessions offered in the morning are repeated in the afternoon to give more people an opportunity to attend. Space is limited so please register early!

STEP 4

Indicate your lunch selection from the choices listed. The cost of your lunch is included in the registration fee.

STEP 5

Provide any accessibility needs you have by completing the appropriate section on the registration form.

STEP 6

Once registration closes on Friday, November 3, 2017, the State Bureau of Procurement will issue one invoice to your organization for all attendees.

STEP 7

All registrants will receive an email confirmation once information has been received. If you do not receive a confirmation email, please contact Jessica Vieira at Jessica.Vieira@wisconsin.gov or at (608) 266-5452. For local government registrations only, a second confirmation will serve as official notice that your registration is final.