



## Booth Staff Registration Instructions

The primary contact for your organization's exhibit has directed you to this page because you will be staffing the main hall exhibit booth or career fair table.

AMS has launched a new registration system, and before you can be added to the staff list for your organization and get you the necessary booth staff badge we need you to register using this new system.

If you are already registered as an attendee for the Annual Meeting, Student Conference or a Short Course you only need to let the primary booth contact/admin know that you have completed your registration and **the email address** you used.

However, if you are not yet registered in any way for the Annual Meeting (Student Conference or a short course) you will need to follow the steps below. There is no charge for this process, but it is necessary to be sure you are added to your organization's staff list.

### Creating an account at the AMS website

If you already have an account at the AMS website and know your password please continue to [Registering for the meeting](#). (See below for specific instructions on how to register as booth staff)

If you don't have an account at the AMS website or aren't sure, please take these steps:

1. Visit <https://www.ametsoc.org/index.cfm/ams/log-in/>
2. Click **Create an Account**.
3. Enter your email address and click **SEARCH**.
4. If we have your email address on file you'll see the message *A record was found matching the email address you entered*.
  - a. Click **Forgot Password**.
  - b. Re-enter your email address and click **SUBMIT**.
  - c. Follow the instructions in the email message you'll receive to reset your password, then log in.
  - d. Continue to [Registering for the meeting](#).
5. If we don't have your email address on file you'll see the message *No matching result was found*.

- a. Click the **Create account** button to create a new account. This is not a membership account, but only an account to access the AMS registration system/website (no cost associated with creating an account).
- b. Once your account has been created, continue to [Registering for the meeting](#).

## Registering for the meeting as booth staff/table staff only (at no cost)

1. Visit <https://annual.ametsoc.org/index.cfm/2022/registration/register-now/> then click **Register Now**.
2. Log in to your AMS account.
3. Complete the information required on the Personal Information page and click **Next**.
4. Read and accept the Safety Policy and Waiver and Code of Conduct at AMS Meetings and click **Next**.
5. Select a Registration Item.
  - a. If you **are** attending the meeting, select the Registration Item that is best for you. A registration fee will be associated. Click **Next** and continue through the remaining screens to complete your registration. If you have a discount code you may enter it on the Payment page.
  - b. If you **are not** attending the meeting scroll to the bottom of the page and select **Related Events**. Click Next on the following page scroll to the bottom and select **Main Hall/Career Fair Staff**. There is no fee associated and on the Payment page your total due will be \$0.
6. Let your primary booth contact/admin know you have completed your registration **and which email address you used**.

## Checking In Onsite

To facilitate social distancing self-service check in stations will be available at the convention center. Whether you are attending the meeting, staffing a booth and/or table, you will receive just one badge.

The self-service check in stations will be open during registration desk hours which are listed here: [Registration - 2022 AMS Annual Meeting \(ametsoc.org\)](#)

Thank you for your participation in the exhibit program at the AMS 102nd Annual Meeting in Houston, Texas.