



2022 ANNUAL CONFERENCE SPONSOR INSTRUCTIONS

(Follow these instructions if you plan to sponsor (and exhibit) at the 2022 Annual Conference)

1. Visit the [ISACS Member Portal](#) and Sign-Up/Search for Account
 - Follow these [Sign-Up Instructions](#) (PDF)
 - Make sure to search and link to your company/organization
2. Visit the [ISACS 2022 Annual Conference Microsite](#), click "SPONSORSHIP", "Sponsorship Registration", and then "Purchase Annual Conference Sponsorship" to begin the process
3. Confirm/Update information for yourself and your company/organization
4. Select your sponsorship level, review the included benefits, and upload your logo (high resolution jpeg or png) & enter your company/organization description to be used in Annual Conference materials
 - **Platinum & Gold Sponsorships:** See below for details (#7) on how to redeem your complimentary 2022 Annual Conference Exhibitor benefit
5. Select your payment method and click "Next"
 - Our new system allows you to pay online via electronic check/bank/ACH, credit card, "Bill (Company/Organization Name)", or "Send me an invoice/pay at a later time"
6. Review and click "Process Order" to complete your registration
 - Click "Continue" to review your Sponsorship registration and its benefits
 - Once your transaction is complete, review the Sponsorship Confirmation email and contact ISACS with any questions
7. **Platinum & Gold Sponsorship Registrations: As a sponsorship benefit, your company/organization receives a complimentary Annual Conference exhibitor space.**
 - Follow the instructions in the "Exhibitor Coupon Code" autogenerated email to begin the exhibitor registration process, select your tabletop location, and secure your space ASAP!
 - If you do not wish to exhibit, then simply disregard that email.

Please plan to make travel & hotel arrangements for your company representatives. ISACS will contact you with exhibitor details (i.e., electrical/AV orders & shipping information).

QUESTIONS? Contact [Jacob Isaac](#), Director of Technology & Client Services