

## Conference Registration – How To

1. Go to the IBAM website([ibam.mb.ca](http://ibam.mb.ca))
2. Click on IBAM News & Events, there will be a dropdown option named “2023 IBAM Convention and Tradeshow”, click on it.
3. You are now on the 2023 IBAM Convention and Tradeshow homepage ([https://ibam.mb.ca/cgi/page.cgi/\\_evtcal.html?evt=1520](https://ibam.mb.ca/cgi/page.cgi/_evtcal.html?evt=1520)). Please read the information on the page to learn about this year’s convention.
4. Scroll to the bottom of the page and choose from our list of events (screenshot shown below).  
\*Please note that all registration amounts are pre-GST\*

FULL REGISTRATION - MEMBERS <i>This registration type is restricted to members.</i>	\$500.00	<a href="#">REGISTER NOW</a>
FULL REGISTRATION - NON-MEMBERS	\$666.67	<a href="#">REGISTER NOW</a>

### Daily Registration Rates

APRIL 17 ONLY - MEMBERS <i>This registration type is restricted to members.</i>	\$171.43	<a href="#">REGISTER NOW</a>
APRIL 17 ONLY - NON-MEMBERS	\$214.29	<a href="#">REGISTER NOW</a>
APRIL 18 ONLY - MEMBERS <i>This registration type is restricted to members.</i>	\$171.43	<a href="#">REGISTER NOW</a>
APRIL 18 ONLY - NON-MEMBERS	\$214.29	<a href="#">REGISTER NOW</a>
APRIL 19 ONLY - MEMBERS <i>This registration type is restricted to members.</i>	\$171.43	<a href="#">REGISTER NOW</a>
APRIL 19 ONLY - NON-MEMBERS	\$214.29	<a href="#">REGISTER NOW</a>

### Individual Items/Activities

AGM ONLY <i>This registration type is restricted to members.</i>		<a href="#">REGISTER NOW</a>
TRADE SHOW & HOSPITALITY SUITES ONLY - MEMBERS <i>This registration type is restricted to members.</i>	\$28.57	<a href="#">REGISTER NOW</a>
TRADE SHOW & HOSPITALITY SUITES ONLY - NON-MEMBERS	\$119.05	<a href="#">REGISTER NOW</a>
PRESIDENT'S DINNER ONLY - SINGLE TICKET	\$214.29	<a href="#">REGISTER NOW</a>
PRESIDENT'S DINNER - TABLE OF 10	\$1904.76	<a href="#">REGISTER NOW</a>

5. If you choose a “Member’s only” ticket type, you will be prompted to log into the IBAM website with your credentials. If you do not have your credentials, please select “Forgot Password”. If that doesn’t work, please contact Cody Cassie at [cody@ibam.mb.ca](mailto:cody@ibam.mb.ca). If you choose a “non-member” ticket, you will be prompted to create a guest account, please follow the prompts before continuing (examples shown below).

Registration

## Please login or become a member

- Login using the form below if you already have an account
- Otherwise, **[create a member account](#)**

### Login

Login

Password

Remember me on this computer

[Forgot your login/password?](#)

6. Once logged into the website you will be prompted to fill in some information about yourself. See below. Once completed, click submit.

## 2023 IBAM Convention & Tradeshow

FULL REGISTRATION - MEMBERS

*This registration type is restricted to members.*

**First Name \***

Cody

**Last Name \***

Cassie

**Email \***

cody@ibam.mb.ca

**Phone \***

**Brokerage \***

IBAM

Please indicate any food allergies or specific dietary requirements

- If you are registering multiple people for the IBAM Convention, select “Click here to add a new registrant (screenshot below). This will allow you to select their registration type and fill out their registration information (name, email, dietary restrictions, etc...)”)

CONVENTION NETWORKING LUNCH <a href="#">Event Info</a> April 18	Registered - unconfirmed Selected 12 minutes ago
COMPANY BREAKOUT SESSIONS - 1PM, 2PM, 3PM <a href="#">Event Info</a> April 18	Registered - unconfirmed Selected 12 minutes ago
TRADE SHOW & HOSPITALITY SUITES <a href="#">Event Info</a> April 18	Registered - unconfirmed Selected 12 minutes ago
<b>President's Reception &amp; Dinner</b>	
SINGLE DINNER TICKET <a href="#">Event Info</a> April 19	Registered - unconfirmed Selected 3 seconds ago

Click here to add a new registrant 

FINISH REGISTRATION?

Check out to complete your purchase.

## Shopping Cart

QUANTITY	DESCRIPTION	UNIT PRICE	SUBTOTAL	DELETE
	Registration (Guest Code)			

- Once you have added all your registrants, select “Checkout” at the bottom of the page. This will give you one more opportunity to review your order and enter your billing information. Click continue once you’ve reviewed your order.
- You will now be given the option to “Pay by e-commerce” or “Pay later by invoice”. Select your preferred option. Please note that your registration will not be confirmed until payment is received by IBAM.
- You will now see your completed order along with an invoice/receipt number. You will also receive an email with your payment confirmaiton or invoice.
- You are now registered for the 2023 IBAM Convention!!!

Please contact Cody Cassie at [cody@ibam.mb.ca](mailto:cody@ibam.mb.ca) with any conference registration questions.