

2017 Executive Summit Registration Instructions

- Access the 2017 Executive Summit Registration Site [here](#)
 - This page contains important information regarding eligibility, pricing, and the event cancellation policy. Hotel accommodations can be made by clicking on LOCATION in the registration site at any time in the process or by clicking on the appropriate link in your attendee confirmation email after the registration process is complete.
- Scroll to the bottom of the page
- Click “Self Registration”
- You will be prompted to log in to the Alliance website using your primary e-mail address and password, and click “Sign in”
 - If you have never logged in to the Alliance website, your default password is Password1. If you have forgotten your password, click the “Forgot your Password?” link located beneath the “Sign in” button. You will be sent an email with instructions to change your password. If you have any issues logging in, contact info@fraternalalliance.org or call the Alliance office at 630-522-6322 x125.
- Review Registrant Details
 - Your contact information will automatically populate and your registration rate should appear as \$525. Verify your badge information, indicate any special needs to accommodate disabilities or special dietary restrictions, and choose your Registration Type. You may also register a spouse/guest for the meeting at the Guest rate of \$150 (includes two receptions only). To do this, click “Add a Guest,” and enter her/his information.
- Click “Next”
- Under “Select Sessions,” select “Full Meeting: Included – No Additional Fee,” by clicking the box next to the topic
- Click “Next”
- Review your order and then click “Register Now”
- You will be taken to your shopping cart to see your order
- Click “Check Out” to add your payment information
- Verify your information
 - Verify/change billing address, enter an additional email address if you’d like someone else to receive a copy of your receipt, and enter in payment information.
- Click “Purchase Now”
- The registration site page will acknowledge your payment and next you will receive two emails from info@fraternalalliance.org: one serves as an email receipt and the other will contain information and a link to the host hotel’s reservation page at the W Chicago City Center. You can also simply click on LOCATION in the tabs to arrange your accommodations. If you do not receive these emails, please check your spam filter and be sure to add info@fraternalalliance.org to your safe senders list. **Please note:** the confirmation email will

also contain a link to choose which topic you would be interested in discussing at the CEO Roundtables session during the Executive Summit.

2017 Executive Summit Registration Instructions – For Sponsors

Platinum, Titanium, and SMART Executive Summit sponsors will receive two complimentary registrations. Gold Executive Summit Sponsors will receive one complimentary registration and one paid registration. *Please email Allison Koppel at akoppel@fraternalalliance.org with the names of your two attendees before attempting to register. The complimentary rate will be tied to these specific people.

- To complete your complimentary registration, use the regular registration link accessible through the event landing page on the Alliance website. You will not receive a separate link as you have in the past.
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 - This page contains important information regarding eligibility, pricing, and the event cancellation policy. Hotel accommodations can be made by clicking on LOCATION in the reg site at any time in the process or by clicking on the appropriate link in your attendee confirmation email after the registration process is complete. Please do not delay in making your hotel plans.
- Scroll to the bottom of the page
- Click “Self Registration”
- At this point you will be prompted to log in to the Alliance website using your primary e-mail address and password, and click Sign in.
 - Please note: if you are registering someone else, you must be logged in as the person you are registering.
 - If you have never logged in to the Alliance website, your default password is Password1. If you have forgotten your password, click the “Forgot your Password?” link located beneath the “Sign in” button. You will be sent an email with instructions to change your password. If you have any issues logging in, contact info@fraternalalliance.org or call the Alliance office at 630-522-6322 x125.
- Review Registrant Details
 - Your information will automatically populate and your registration rate will be \$0. Verify your badge information, indicate any special needs to accommodate disabilities or special dietary restrictions, and choose your Registration Type (Official Executive Summit Sponsor).
- Click “Next”
- Under “Select Sessions,” select “Full Meeting: Included – No Additional Fee,” by clicking the box next to the topic
- Click “Next”
- Review your order and then click “Register Now”
- The registration site page will acknowledge your payment and next you will receive two emails from info@fraternalalliance.org: one serves as an email receipt and the other will

contain information and a link to the host hotel's reservation page at the W Chicago City Center. You can also simply click on LOCATION in the tabs to arrange your accommodations. If you do not receive these emails, please check your spam filter and be sure to add info@fraternalalliance.org to your safe senders list.