



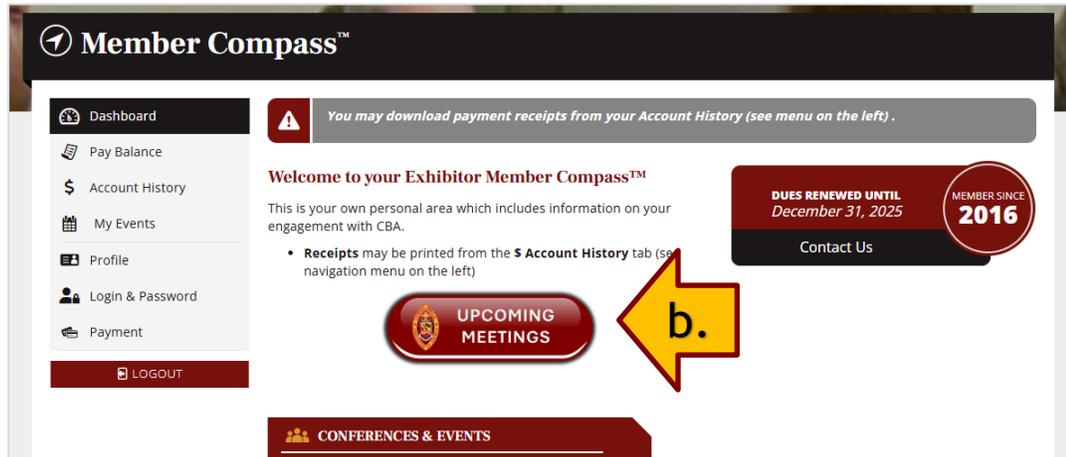
Exhibitor Registration

The 87th International Meeting of the CBA will be hybrid, meeting In-Person at Loyola University Chicago and Virtually via Zoom webinars and meetings.

IMPORTANT! Exhibitors who also are Full Members of the CBA should register for the meeting as a member first, then contact the CBA Office (cba-office@cua.edu) to receive a promo code for \$200 (the member's registration fee). Such Exhibitors will have two badges (Exhibitor and Member). In order to vote during the Business Meeting, Full Members need to wear their badge.

1. To access the registration site:

- a. **CLICK HERE** to login at the CBA website. (<https://www.catholicbiblical.org/login>) For detailed instructions on how to login, **CLICK HERE** (<https://assets.noviams.com/novi-file-uploads/cba/PDFs/faqCOMPASS.pdf>)
- b. Once logged in, you will be at your Member Compass. On your Member Compass, click on the UPCOMING MEETINGS button(see screenshot below).



- c. On the next page click on the INTERNATIONAL MEETING button under UPCOMING EVENTS (see screenshot below).



2. To register:

- For the fees and more information on the options for registration, housing meals, and parking click on the gold REGISTRATION INFORMATION button and then click on the plus sign (+) next to each category. (See screenshot below.)
- To begin the registration process, click on the gold REGISTER NOW button. (See screenshot below.)



3. Start the Registration Process:

a. Who's going?

- N.B. Representatives who also *are CBA Full members* need to register for the meeting as a member first, then contact the CBA Office (cba-office@cua.edu) for a discount code for \$150 off of the exhibitor registration.
- REGISTERING YOURSELF
 - If you are registering yourself, your name will appear in the first box.
 - Click on the CONTINUE button in the bottom right corner of the page.
- REGISTERING A PERSON OTHER THAN YOURSELF
 - If you are registering another person, type the representative's name in the field below "Add Attendee,"
 - Click on the "X" in the box above to remove your name
 - Click on the CONTINUE button in the bottom right corner of the page.
- See screenshot below

If you require assistance, please contact the CBA and leave a voice message 202.319.5519 (9am-5pm. EDT) and you will receive a return call or email cba-office@cua.edu.

b. Tickets (i.e., for what are you registering?)

- i. Exhibits
 - Registration - Exhibitor box automatically will be checked. With registration, you will receive one undraped table.
- ii. Additional Tables
 - Click on the plus sign (+) to reveal the options available.
 - Click on the box next to the desired number of tables.
- iii. Meal Plans/Housing
 - Click on the plus sign (+) to reveal the options available.
 - Click on the box next to the desired item(s).
- iv. Double check the Subtotal. If it's more than you expected, make sure that you have not inadvertently checked something you do not want. If it's less than you anticipate, make sure you have checked all options you want.
- v. See screenshot below.

The screenshot shows a registration form with the following sections:

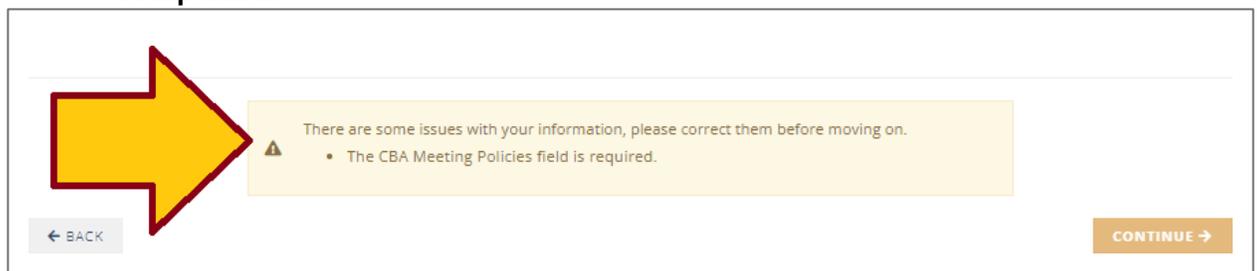
- Exhibits**: Includes a checked box for "Exhibitor EARLY Registration" which costs \$250.00. The description states: "Admits one exhibitor to the 87th International Meeting of The Catholic Biblical Association. Exhibitors will receive one 6'x2' UN-DRAPED table and the option to be included in the virtual exhibits. Once this ticket has been selected, additional tables may also be rented (see below)."
- Additional Exhibit Tables**: A section with a plus sign to expand options.
- MEAL PLANS**: A section with a plus sign to expand options, indicated by a yellow arrow.
- HOUSING - Single Occupancy**: A section with a plus sign to expand options.
- HOUSING - Double Occupancy**: A section with a plus sign to expand options.
- Subtotal**: \$250.00, indicated by a yellow arrow.

c. Registrant's Information

- **REGISTERING YOURSELF:** If you are registering yourself, some fields will be populated by the information in your record. You may change information in the field but it will not affect your record. You also may update your membership record by clicking on the [Member Compass](#) link at the bottom of the form.
- **REGISTERING A PERSON OTHER THAN YOURSELF:** You will need to complete all fields for the representative.

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- **REQUIRED FIELDS:** All fields with an asterisk * are required to be completed before completing the registration.
 - **Badge Name:** Indicate the name by which the exhibitor prefers to be called (first name, nickname). *Exhibitor badges automatically have the exhibitor's full name and company name.*
 - **Virtual Exhibits:** Click “Yes” or “No” – Exhibitors may participate in the virtual exhibits free of charge. Virtual exhibits links should be sent with the publisher’s name to cba-office@cua.edu on or before June 30.
 - **Staying On Campus?** Click “Yes” or “No”
 - **Arrival Date and Departure Date:** Indicate the dates for arrival and departure *from the campus.*
 - **Emergency Contact:** CBA needs the name and phone number to call in case of an emergency.
 - **CBA Meeting Policies:** You must read and agree to adhere to the CBA Meeting Policies (<https://tinyurl.com/mr27cmw5>) including granting permission to CBA to record and broadcast your likeness.
- In addition to the required fields, Exhibitors may request up to three electrical outlets. CBA will endeavor to meet all requests but the facility has limited outlets.
- If HOUSING or MEAL PLAN have been selected, additional fields will appear:
 - **Dietary Restrictions (E.G., Vegetarian, Nut Allergy):** Only appears if a meal plan has been selected.
 - **Gender:** Only appears if housing has been selected. The information is required for sleeping room assignments.
 - **Roommate's Name And Email Address:** Only appears if Double Occupancy room has been selected.
- Click on the gold CONTINUE button at the bottom of the page.
- See screenshot on the next page.
- **N.B. If you have missed a required field, you will receive a message. Scroll up and look for red text under a field that indicates it needs to be completed.**



If you require assistance, please contact the CBA and leave a voice message 202.319.5519 (9am-5pm. EDT) and you will receive a return call or email cba-office@cua.edu.

Let's get some additional information for Hannah Adams...

Phone *

Allow International

(202)319-5519

Institution *

Boston Athenæum

Job Title

Researcher and Tutor

Email *

GospelLetter@bostonathenaeum.org

Badge Name - NOT Your Full Name *

(i.e. nickname or first name. It will appear in large font above your full name)

Hannah

Electrical Outlets Required

Indicate number of outlets required (no more than 3). CBA will do its best to accommodate requests.

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Virtual Exhibit *

In addition to our in-person exhibit, we wish to be included in the virtual exhibits.

NO

Staying On Campus? *

NO

Arrival Date (Mo/Day/Yr) *

Date arriving on-campus.

08/03/2024

Departure Date (Mo/Day/Yr) *

08/06/2024

Emergency Contact: Name & Phone Number (Preferably Cell) *

Henri Jean-Baptiste Grégoire (+33 2 54 56 40 53)

CBA Meeting Policies *

I have read and agree to adhere to the CBA Professional Conduct policy. I also have read the Virtual Meeting protocol and I grant permission to CBA to record and broadcast my likeness. For the CBA Events Policy [CLICK HERE].



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4. **Checkout:** Complete the payment form. You may choose to pay via Credit/Debit or ACH. (See screen below.)

- **Promo Code:** Exhibitors who also are CBA Full or Associate Members will receive a promo code when requested from the CBA Office (cba-office@cua.edu). This should be done *after* the CBA member already has registered for the meeting as a member.
- **Send Confirmation Email to:** You may add email addresses if you wish.
- **A 5-digit postal code is required. If you are not a US resident and do not have one, use the CBA zip code: 20064.**
- Click on the gold COMPLETE REGISTRATION button.
- A payment confirmation will be sent to the email on record and, if registering someone other than yourself, the email address provided in the Registrant's Information field.

The screenshot shows a registration checkout page divided into two main sections: "Registration Summary" and "Payment".

Registration Summary:

- Registrant: Hannah Adams, GospelLetters@bostonatheneum.org, \$200.00
- Promo Code: [Input field]
- Subtotal: \$250.00
- Tax: \$0.00
- Total: \$250.00
- Send Confirmation Email to: GospelLetters@bostonatheneum.org, Shaw@bostonatheneum.org

Payment:

- Payment Method: Credit/Debit (selected), Invoice, ACH
- NAME ON CARD: [Input field]
- CREDIT CARD NUMBER: [Input field]
- EXPIRATION MONTH: [Dropdown], YEAR: [Dropdown], CVV: [Input field]
- BILLING STREET: [Input field]
- BILLING CITY: [Input field]
- STATE/PROVINCE: [Input field], POSTAL CODE: 20064
- SAVE CARD FOR FUTURE PAYMENTS
- COMPLETE REGISTRATION button

Yellow arrows point to the Promo Code field, the email selection area, the Credit/Debit payment method, the Postal Code field, and the COMPLETE REGISTRATION button.

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