



# On-Site Registration Tips and Reminders

## Helpful Hints and Action Items

- Attendees will register by class.
- Name badges are in alphabetical order by last name.
- Confirm Homeroom location with your class members.
- Encourage attendees to visit the various tables located throughout the Expo.

## To Be Distributed

- Name badge/holder
- Tent card
- Self-service table:
  - Lanyards
  - Notebooks
  - Pens
  - Water bottles
  - Stickers
  - Mints
  - Ribbons

## Group Registrations

In the event of long lines, multiple people can be registered simultaneously. Simply ask attendees to gather around the table and explain the drill for all to hear. Individual name badges can be distributed at the end.

## Sunday Schedule

- Registration and IOM Expo: 2:30 – 4:00 p.m.: Pyle Center, AT&T Lounge
- Kickoff: 4:00 – 4:45 p.m.: Pyle Center, Alumni Lounge
- Homeroom: 4:45 – 5:30 p.m.: Pyle Center, Individual Rooms
- Post-Homeroom: On your own – join the Board of Regents at the Fluno Center for their welcome reception!