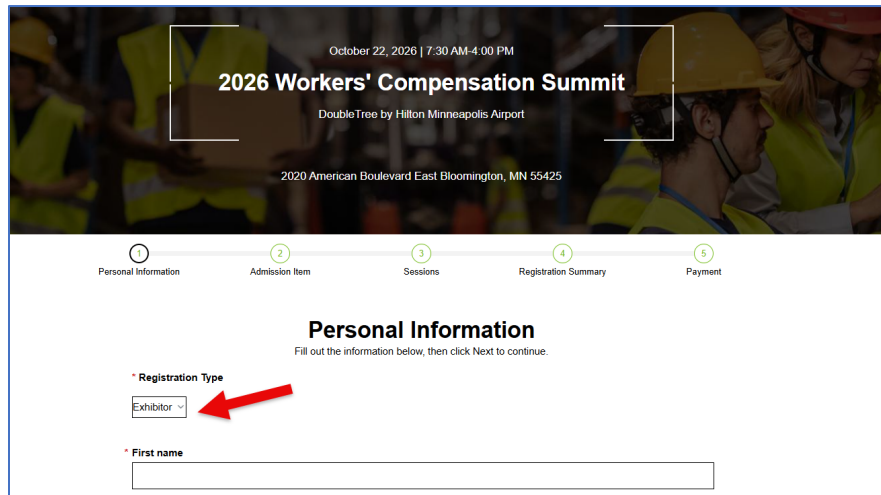


Exhibitor registration process instructions

1. Access the registration website at cvent.me/B7NVnV.
2. Select “Exhibitor” from the “Registration Type” drop-down menu.



October 22, 2026 | 7:30 AM-4:00 PM

2026 Workers' Compensation Summit

DoubleTree by Hilton Minneapolis Airport

2020 American Boulevard East Bloomington, MN 55425

1 Personal Information 2 Admission Item 3 Sessions 4 Registration Summary 5 Payment

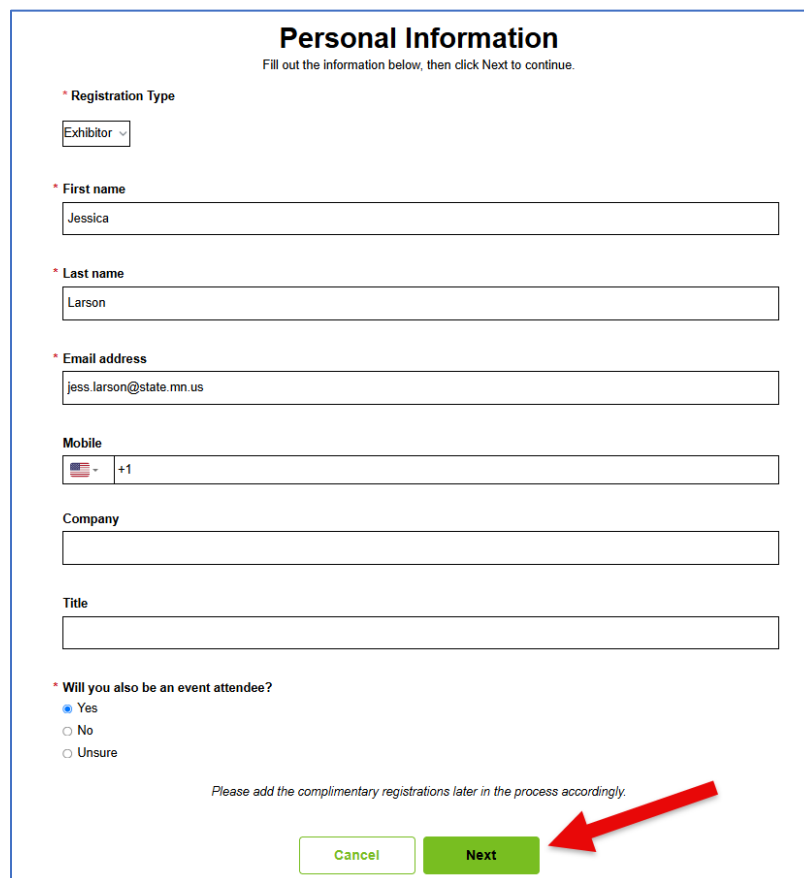
Personal Information

Fill out the information below, then click Next to continue.

* Registration Type
Exhibitor ▼

* First name
[Text Field]

3. Complete the “Personal Information” page and click “Next.” The contact person listed here should be the point of contact for this sponsorship and will be expected to communicate with the Department of Labor and Industry (DLI) planning team.



Personal Information

Fill out the information below, then click Next to continue.

* Registration Type
Exhibitor ▼

* First name
Jessica

* Last name
Larson

* Email address
jess.larson@state.mn.us

Mobile
+1 [Text Field]

Company
[Text Field]

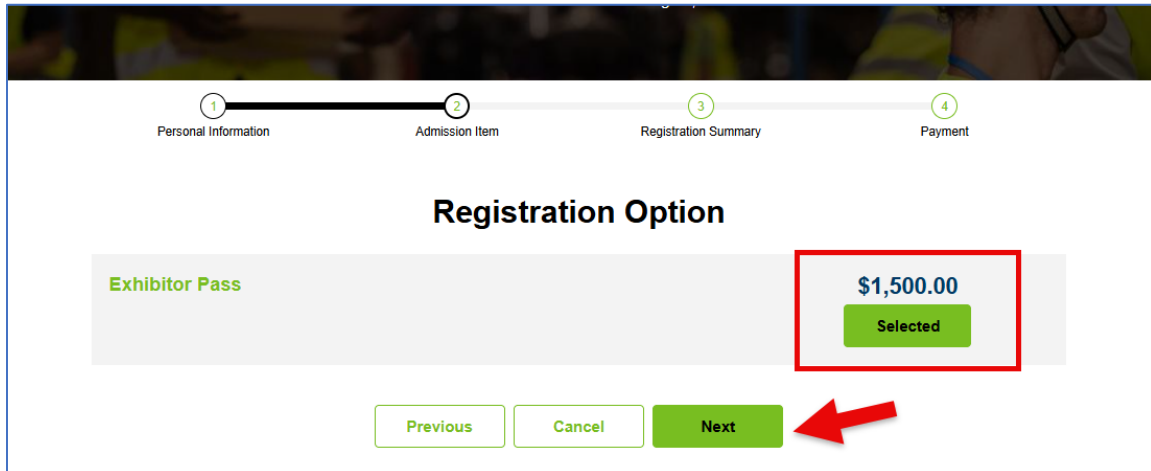
Title
[Text Field]

* Will you also be an event attendee?
☒ Yes
☐ No
☐ Unsure

Please add the complimentary registrations later in the process accordingly.

Cancel Next

4. On the “Registration options” page, the “Exhibitor Pass” should already be selected; click “Next.”

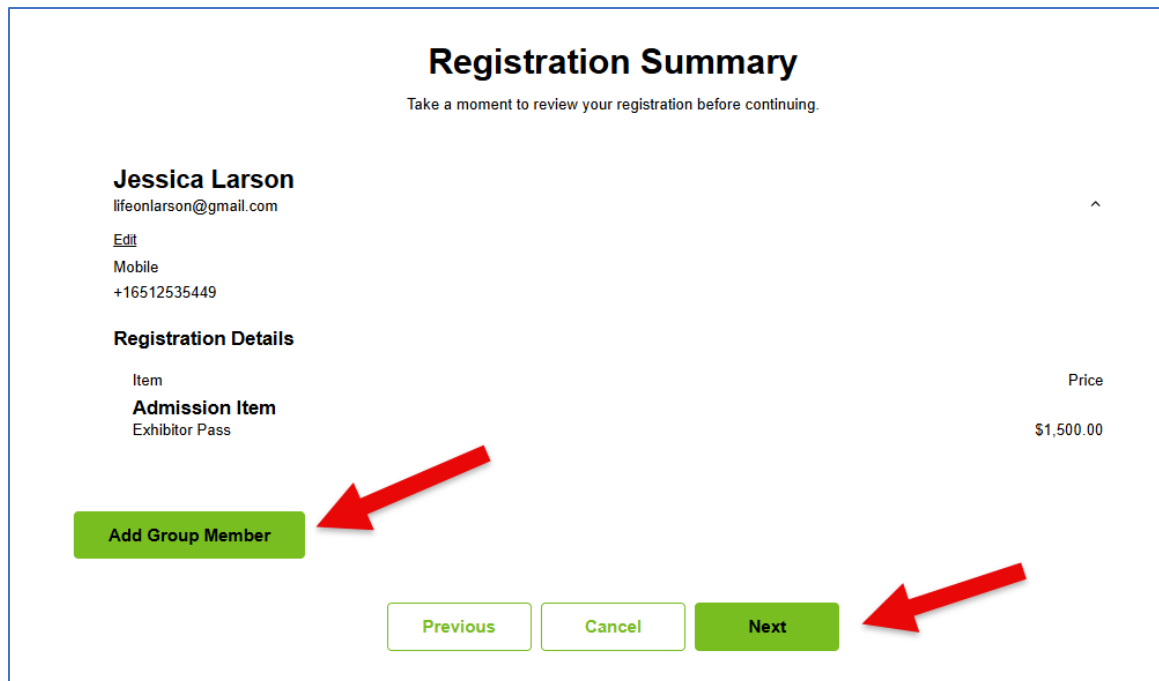


The screenshot shows the 'Registration Option' page. At the top, a progress bar has four steps: 1. Personal Information, 2. Admission Item, 3. Registration Summary, and 4. Payment. The 'Admission Item' step is currently active. Below the progress bar, the title 'Registration Option' is centered. A table lists the available options. The 'Exhibitor Pass' is highlighted in green, and its price, '\$1,500.00', is also highlighted in green. A red box is drawn around the '\$1,500.00' and the 'Selected' button next to it. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.

Registration Option	Price	Status
Exhibitor Pass	\$1,500.00	Selected

Previous Cancel Next

5. On the “Registration summary” page, click “Add Group Member” to register your first of two complimentary attendees. **You will repeat this process a second time if neither of the two event attendees are also the primary contact.**



The screenshot shows the 'Registration Summary' page. At the top, the title 'Registration Summary' is centered, followed by the instruction 'Take a moment to review your registration before continuing.' Below this, the registrant's information is displayed: 'Jessica Larson', 'lifeonlarson@gmail.com', and a mobile number '+16512535449'. There is an 'Edit' link next to the email. Below the contact information, the 'Registration Details' section shows a table with two columns: 'Item' and 'Price'. The table contains one row: 'Admission Item' (Exhibitor Pass) with a price of '\$1,500.00'. At the bottom left, there is a green button labeled 'Add Group Member'. A red arrow points to this button. At the bottom right, there are three buttons: 'Previous', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.

Jessica Larson
lifeonlarson@gmail.com
[Edit](#)
Mobile
+16512535449

Item	Price
Admission Item Exhibitor Pass	\$1,500.00

Add Group Member Previous Cancel Next

Note: If you do not know the details for your complimentary attendees at the time of registration, you can skip this step and click “Next”. When you have the attendee information, click on the “Modify Registration” button in your confirmation email and navigate back to this page to “Add Group Members”.

6. Enter the complimentary member's personal information and then click "Next".

Personal Information

Fill out the information below, then click Next to continue.

Registration Type

Complimentary Member

*** First name**

*** Last name**

*** Email address**

Mobile

 +1

Company

Title

7. On the "Registration Option" screen, the "Complimentary Member Pass" should already be selected.
Click "Next".

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1

2

3

4

5

Personal Information

Admission Item

Sessions

Registration Summary

Payment

Registration Option

Complimentary Member Pass

\$0.00

Selected

[Do Not Sell or Share My Personal Information](#)

Registration Summary

Take a moment to review your registration before continuing.

Jessica Larson
jess.larson@state.mn.us
[Edit](#)

Michelle Doheny
michelle.doheny@state.mn.us
[Edit](#)
[Remove](#)

Registration Details

Item	Price
Admission Item	
Complimentary Member Pass	Free

[Add Group Member](#)

[Previous](#)
[Cancel](#)
[Next](#)

8. On the “Registration summary” page you can click “Add Group Member” to register your second complimentary attendee **if the attendee is different from your primary contact**. When you are finished entering the complimentary attendees (Group Members), click “Next”.

If one of your attendees is the same as the primary contact, click “Next” to skip to step nine: “Order Summary” and “Payment.”

Order Summary

Review your order information and submit your payment.

Jessica Larson(Group Leader)

Item	Price
Admission Item	
Exhibitor Pass	\$1,500.00
Subtotal	\$1,600.00

Michelle Doheny

Subtotal	\$0.00
-----------------	---------------

Subtotal **\$1,600.00**

Order Total **\$1,500.00**

Payment

Select Payment Method

☒ Credit Card

Total Due \$1,500.00

VISA   

* Credit Card Number * Expiration Date (MM/YY) * Card Security Code (C)

* Name on Card

* Country/Region

* Address 1

Address 2

Address 3

* City State/Province

* ZIP/Postal code

[Previous](#)
[Cancel](#)
[Submit](#)

9. Review the “Order Summary to ensure the information is correct, then select “Credit card” as the method of payment. The payment fields will display; complete all the required fields and then click “Submit.”

You have now completed the registration process!

You will see a confirmation screen and a confirmation email message will be sent to the email address listed on the “Primary contact” page. Keep this for your records and to be able to access your registration if modifications are needed. If you have questions or concerns about the registration process, email conference.dli@state.mn.us.