

Sponsor registration process instructions

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

2026 Workers' Compensation Summit
October 22, 2026 | 7:30 AM-4:00 PM
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
[Dropdown menu]

* First name
[Text input field]

* Last name
[Text input 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
Sponsor

* First name
Jessica

* Last name
Larson

* Email address
jfeonlarson@gmail.com

Mobile
+1 (651) 253-5449

Company
[Text input field]

Title
[Text input 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 “Sponsor Pass” should already be selected; click “Next.”

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Registration Option

Sponsor Pass	\$750.00 Selected
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Previous Cancel Next

5. On the “Registration summary” page, click “Add Group Member” to register your one complimentary attendee **if the attendee is different from your primary contact**.

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

Registration Summary

Take a moment to review your registration before continuing.

Jessica Larson
jess.larson@state.mn.us
[Edit](#)
Mobile: +16515555555
Title: Communications
Company: MN Department of Labor and Industry

Registration Details

Item	Price
Admission Item Sponsor Pass	\$750.00

Add Group Member

Previous Cancel Next

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

6. Enter the complimentary member's personal information and 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

Company

Title

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

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Registration Option

Complimentary Member Pass	\$0.00 Selected
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[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. Review the “Registration Summary” to ensure all details are entered correctly. Click “Next”.

Order Summary

Review your order information and submit your payment.

Jessica Larson

Item	Price
Admission Item	
Sponsor Pass	\$750.00

Subtotal **\$760.00**

Order Total **\$750.00**

Payment

Select Payment Method

☒ Credit Card

Total Due \$750.00

* Credit Card Number

* Expiration Date (MM/YY)

* Card Security Code (C)

* Name on Card

* Country/Region

Select 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. If you have any questions or concerns about the registration process, email the Summit planning team at conference.dli@state.mn.us.