



Registration instructions for CACE Annual Meeting 2020

(Note: You must use the Google Chrome internet browser to register.)

1. Click on the “Register” link in the event site banner.
2. You must “Create an account.” Please use the email address associated with your membership record.
3. Select “1” ticket and click “Continue.”
4. Review the “Attendee information” and complete the “Event registration” section.
5. Click the “Continue” button to proceed. The list of available sessions will be displayed by day. A search field and filter are available to help you find sessions.
6. Click the “Add” button next to any sessions you would like to attend. Do not click “Select all,” please select sessions individually. Sessions will be added to the “Registration summary” box on the right side of your screen.
7. Click the “Continue” button under the “Registration summary” box once you have made your selections. The “Checkout” page will then be displayed.
8. Click “Confirm order” to complete the registration process.
9. The page will be re-displayed with two links: one to “View receipt” and one to “Continue to event.”

Note: A week prior to the event, you will receive calendar appointments for the sessions you are registered. Each calendar appointment will include the virtual link for each session.

If you would like to make any changes to your registration, please email register@aia.org