

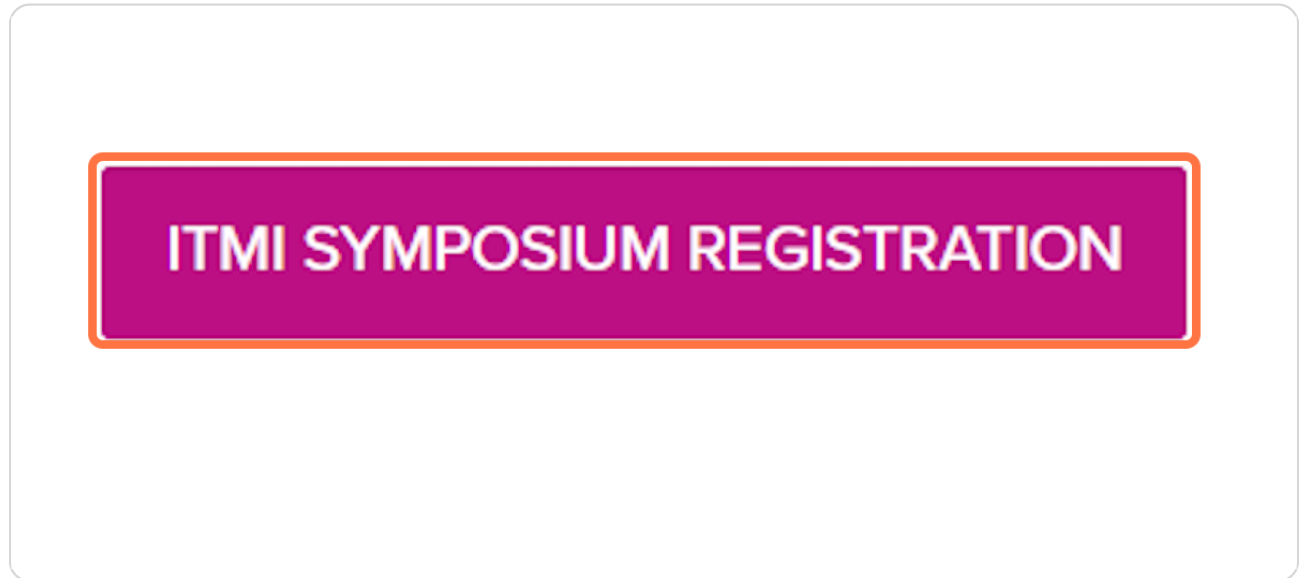
STEP 1

**Go to <https://ntatravelexchange.com/itmi/>**

STEP 2

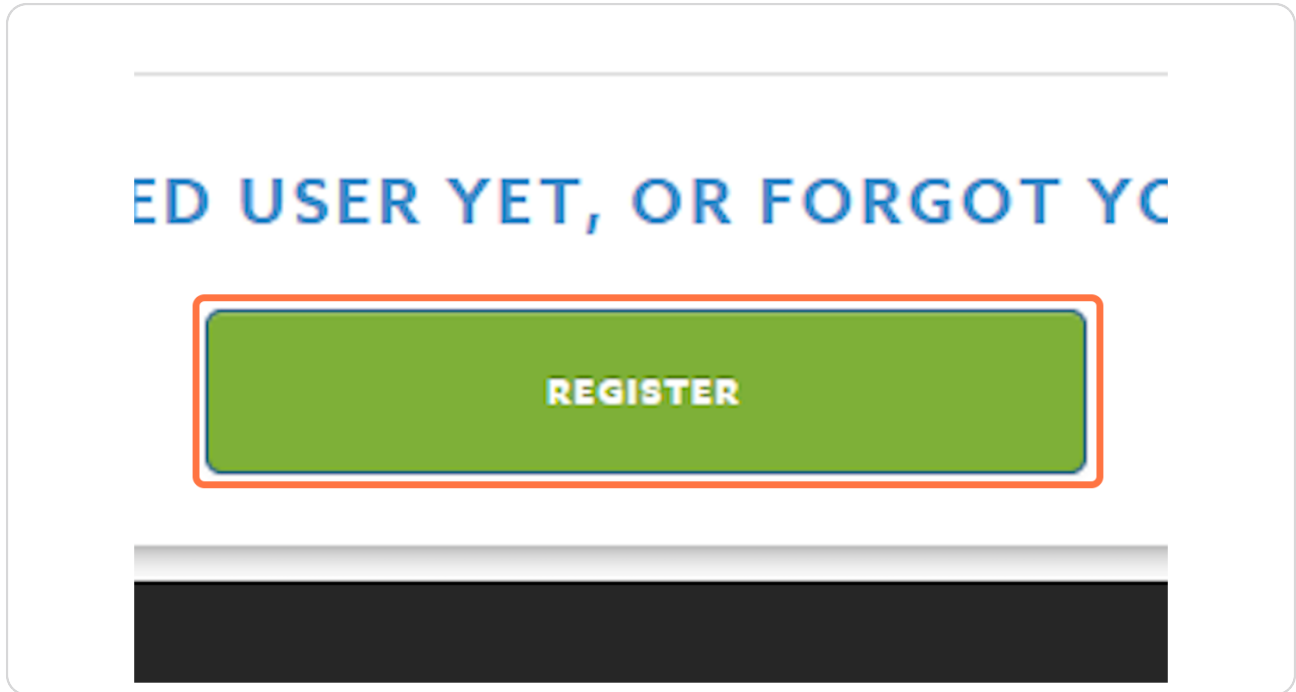
**Click on ITMI SYMPOSIUM REGISTRATION**

Click on the pink registration button (the green button at the top is only for NTA members to register for Travel Exchange).



STEP 3

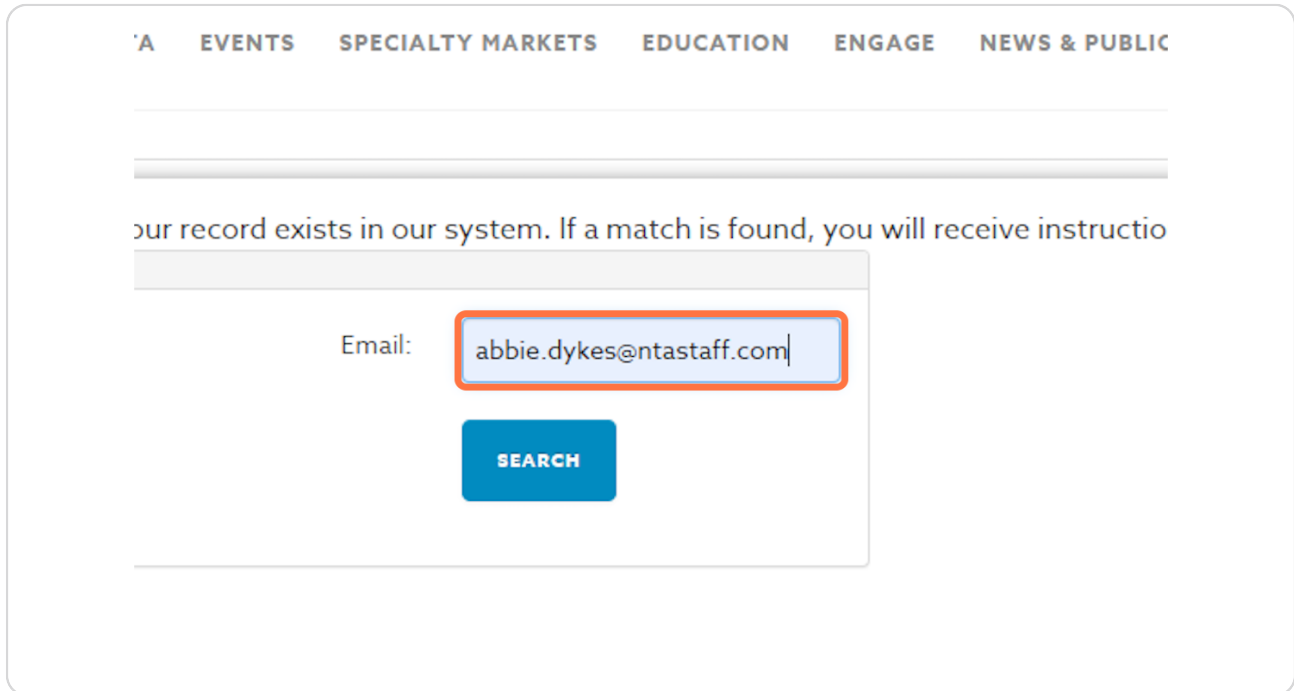
If you attended ITMI Symposium in Reno, log in with your previous registration username and password. Or if you didn't attend or you do not remember your registration credentials, click the "Register" button.



#### STEP 4

**If you did not attend Symposium in 2022, enter your email address and then hit "Search." Then check your email inbox for a link to complete your registration.**

OR if you DID attend Symposium in 2022 and you know your registration credentials, you will be taken to your record and can complete the registration process.

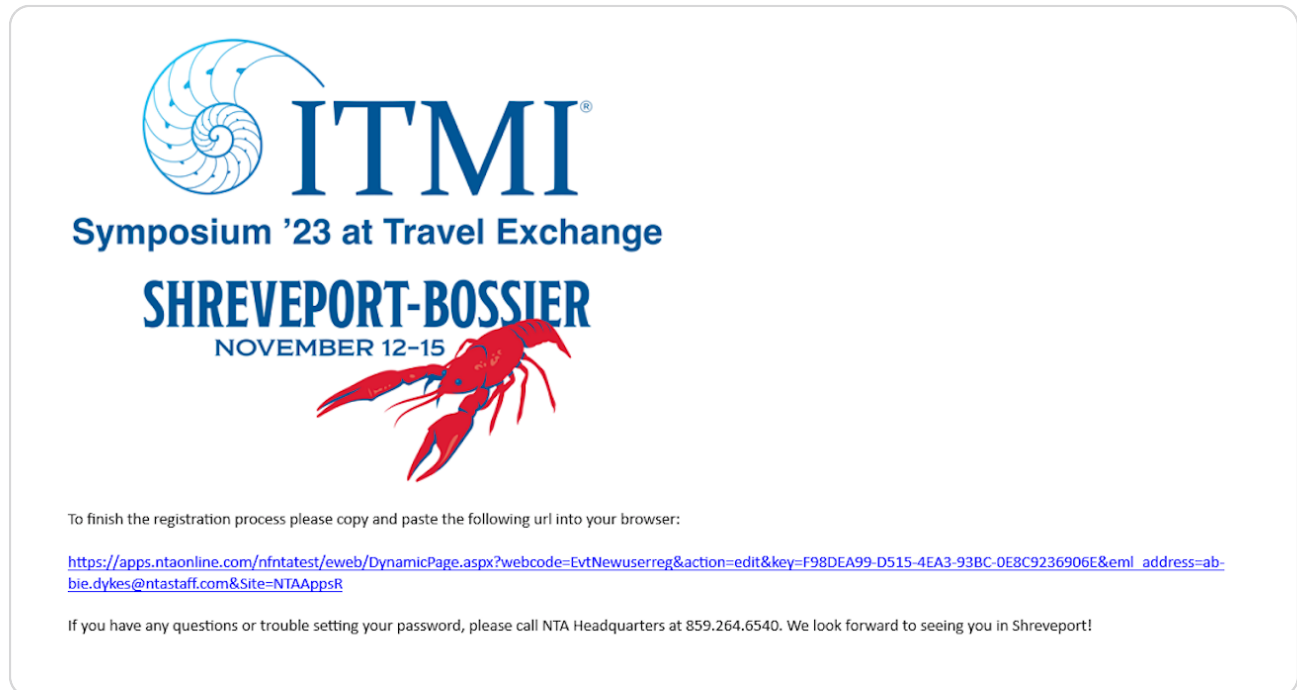


The screenshot shows a navigation menu at the top with the following items: 'A', EVENTS, SPECIALTY MARKETS, EDUCATION, ENGAGE, and NEWS & PUBLIC. Below the menu is a search bar with the text "our record exists in our system. If a match is found, you will receive instructio". The search bar contains the email address "abbie.dykes@ntastaff.com" and is highlighted with a red border. Below the search bar is a blue button labeled "SEARCH".

## STEP 5

### Email with unique link

The email you receive should look like this. Now copy and paste the highlighted link into your browser. Or you can just click on the link and it should take you to the next step.



## STEP 6

### Enter registration credentials

The link in the step above should take you to this page where you'll enter your information (name, address, etc.). Click continue.

New Visitor Registration [Create an Account](#)

**Personal Information**

First name:  Required

Last name:  Required

Organization:

**Address Information**

Mailing address:  Required

Address line 2:

City:  Required

State:

ZIP code:

Country:  Required

## STEP 7

### Add emergency contact, any dietary restrictions, and select your registration type (i.e. Tour Director or Tour Operator)

Special Accommodations:

Emergency Contact:  Required

Emergency Contact Phone:  Required

Dietary Requests:

Please contact me about volunteer opportunities

**Registration Information**

Registrant type:  Required

Discount Code:

## STEP 8

Check the box next to your registration fee and any additional add-ons that you would like to purchase (i.e. Spouse/Companion Pass, Interviews with Tour Operators, etc). Once selections are made, click "Add to Cart." If everything looks correct, click "Checkout."

### Registration Information

Registrant type:  Required

Discount Code:

Event Fees

Product	Price	Member Type	Category
<input type="checkbox"/>	2023 ITMI Tour Director - Early Bird	495.00	[Any]

Sessions

Product	Price	Capacity	Available	Comments
<input type="checkbox"/>	Spouse/Companion Pass	200.00		available
<input type="checkbox"/>	Interviews w/Tour Operators	100.00		available

## STEP 9

### **NEW this year, payment plan for all ITMI Symposium registrants.**

If you select this option, 50% of your registration fee will be charged today, and 50% will be charged to your card one month later. If you wish to make one payment make no selection under "Installment options."


UNITED STATES

### Payment Information

---

Installment options: Monthly - 2 payments ▾

Payment amount: 495.00

Payment method: Please select ▾ 

Invoice total: **495.00**

## STEP 10

### **Pay and submit**

Choose your method of payment and enter payment information. Then click "Submit order."

## STEP 11

### Completion page and confirmation email

Once the registration process is complete, you will receive a confirmation email. If you have any issues, or need to make any changes to an existing record (i.e. address, company name, etc.) please reach out to NTA at [headquarters@ntastaff.com](mailto:headquarters@ntastaff.com).

**From:** [headquarters@ntastaff.com](mailto:headquarters@ntastaff.com)  
**To:** [abie@nta.com](mailto:abie@nta.com)  
**Subject:** TREF 2023 Registration Confirmation  
**Date:** Tuesday, April 25, 2023 8:33:30 AM

Thank you! You are now registered for the 2023 ITMI Symposium at Travel Exchange.

NTA  
Abbie Dwyer  
NTA  
101 PROSPEROUS PLACE  
Suite 350  
LEXINGTON, KY 40509  
UNITED STATES

**Registration ID:** :0011  
**Invoice Date:** 04/25/2023  
**Due:** August 30, 2019 (If Early Bird rate is unpaid by August 30th, you will be charged the full registration fee of \$1,995)  
**Total Due:** \$247.50

Qty	Item	Price	Paid	Balance
1	2023 ITMI Tour Director - Early Bird	\$495.00 USD	\$247.50 USD	\$247.50 USD
1	2023 ITMI Tour Director	\$0.00 USD	\$0.00 USD	\$0.00 USD
1	Interviews w/Tour Operators	\$100.00 USD	\$50.00 USD	\$50.00 USD
1	Spouse/Companion Pass	\$200.00 USD	\$100.00 USD	\$100.00 USD

The following information will help you prepare for Symposium at Travel Exchange:

**TREXpress:** Visit <http://ntastafftravelexchange.com/> to view the schedule, learn about educational sessions, sign up for sightseeing tours and stay informed about all things Symposium. You can also book your lodging at an official Travel Exchange hotel. Watch for periodic emails with special announcements and our monthly TREFpress e-newsletter, which keeps you up-to-date on event and host city details.

**Volunteer:** Want to volunteer, but forgot to check the box? Email [Look@Probus](mailto:Look@Probus) for opportunities at registration, seminars, and much more!

**Be social:** Follow NTA on Facebook, Twitter, Instagram, LinkedIn, YouTube and Google+, and use #TREF23 to get in on the conversation.