# How to Participate in the 54th Annual FACTE Conference & Trade Show



## 1. Register for the Conference

To register, please visit <a href="http://www.facte.org/conference---events.html">http://www.facte.org/conference---events.html</a>.

Follow the directions to register as group or an individual.

#### 2. Receive an Invoice

After we have received your registration, we will send you an invoice. This is not an automated process, so please give us 24 hours to respond.



#### 3. Access the Virtual Platform



Next, we will send you a welcome email with instructions for accessing the online virtual platform. Please following the directions in the email to create an account and "join" the conference fun.

## 4. Register for your Sessions

Using the platform, check out our conference schedule. In the description of every session is a link to register for that particular zoom meeting. Please register for as many session as you want! Just remember, in order to participate in the live sessions, you must specifically register for each one.



### 5. Enjoy the Conference!

