

REGISTRATION REMINDERS

(See seminar brochure on website that contains all details for Seminars 1-19. Might make it simpler to check off seminars that are of interest before registering online.)

CHANGES FOR 2023 EXPO:

***Badges will NOT be mailed.**

***NO Registrations will be taken over the phone.**

***ONLINE registration only – SEE BELOW for details**

Deadlines:

Advanced seminar registration – ENDS AUGUST 1ST;

(Additional \$60 per person for seminar registrations after this date)

Registration for gift cards for attendees only – ENDS AUGUST 1ST;

REGISTRATION IS ONLY ON-LINE (for Expo and/or Seminars)

[Go to: www.electricalboard.org](http://www.electricalboard.org), CLICK ON ATTENDEE REGISTRATION to register for Expo ONLY or Expo and seminars.

***Complete the necessary form/questions. You MUST provide an email, so we can email you a confirmation letter with QR code.**

***SAVE yourself time** ---Bring the confirmation letter or your cell phone with the QR code to the Expo to scan and print your badge at the registration area. *(If you do not remember this QR code, you will have to search for your name on computers provided at the show to print your badge.)*

****Suggestion:*** *If you are attending one of the seminars early on Thursday, why not stop by on Wednesday to the Expo to scan/print your badge with your QR code early to avoid the crowds at registration and take some time to view the exhibits. It will save YOU time the next morning when over 400 people attend the seminars.*

For Expo only:

***Badges are used for entrance into show at no cost.**

Seminars and Expo:

NOTE: On-line seminar fees **CAN BE PAID** by Mastercard, American Express or Visa. **However, if you need to pay by check**, you can register online, but your registration is pending until EBMI receives your check. Make check payable to EBMI and send to EBMI at 900 S. Highway Dr. – Ste 203 – Fenton, MO 63026. ALL CHECKS MUST BE RECEIVED PRIOR TO AUGUST 10TH. After the staff processes your check, you will receive the confirmation letter with QR Code showing registration is completed.

***If attending seminars, your badge will show 1-day, 2-day or NEC which will allow you in seminar room based on this code.**

***For seminars, badges MUST BE SCANNED to allow entrance into seminar. Seminar costs MUST BE PAID IN ADVANCE of the seminars.**

Frequently Asked Questions to help guide you through pre-registration

- 1) Do I need to register each individual?** Yes, we must have the registration completed for each individual so all information for badges are correct for those attendees.
- 2) If attending the Code Conference, what information is needed?** ***Register early** as we normally have over 400 attend this seminar. *Code Conference is a separate fee and is **NOT** included in 1-day or 2-day pass fees. *Will need photo ID with you. *You must attend **BOTH** code sessions and have **your badge scanned EACH time there is a break**. In addition, you may need to sign in at various times at the seminar to receive a certificate. ***NO certificates are given at the Seminar** and will be mailed to address YOU list on registration form about six weeks after the Conference. If you don't receive a certificate by October 15th, please call EBMI office. **BUT REMEMBER... you must attend ALL eight hours and we verify this with all of our scans!!**
- 3) When are pdh (engineers)/lu (architects)/Jefferson County and City of St. Louis (contractors) letters given out at the Expo?** We will have volunteers in back of room who will hand these out **AFTER** each seminar. **You must stay for the entire seminar to receive this information. We can only issue them at each seminar (not later via phone), so it's YOUR responsibility to make sure you receive these after EACH seminar! They will NOT be mailed later.**
- 4) Who do I call with any additional questions?** **EBMI Office: 636-305-6434!** Or email annie@electricalboard.org or bill@electricalboard.org with questions. **WE WILL NOT BE IN THE OFFICE WEEK OF AUGUST 21ST**, so you will not get a reply.