



Group Registration

PLA 2022 Conference

March 23–25, 2022

Login

* indicates required fields.

Have a Username and Password?

Please enter the username and password, then click "Login".

* Username

* Password

Show Password

Login

Need to create a group?

Please enter the information below, then click the **Create Group** button to continue. The username and password you enter will serve as your credentials when you return to the site.

* Please enter the name of your group

MGE Test

* Username

mgray

* Password

.....

Show Password

Create Group

[← Back](#)

Create A Group

Enter the desired name of your group, your preferred username and Password.

Click Create Group

Login

How many hotel rooms will you need to book?

9 or less rooms

10 or more rooms

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Choose How Many Rooms

To qualify for RAB, you need to choose 10 or more rooms. Otherwise, you will choose 9 or less rooms.

Contact Profile

Please complete the following fields.

* indicates required fields.

* First Name

* Professional Title

* Address

* Postal Code

State/Province

Please Select >

* Email

* Daytime Phone Number

* Last Name

* Organization Name

MGE Test2

Address 2

* City

* Country

United States >

Fax Number

*

COVID-19 Acknowledgement:

PLA is planning for, and excited to welcome attendees to, our in-person conference in Portland, Oregon.

As of Sept. 29, 2021, masks or face coverings are required throughout Oregon in all indoor public spaces and in outdoor public spaces where physical distancing is not possible. The Oregon mask mandate applies to everyone age 5 or older regardless of vaccination status, unless actively eating and drinking in food establishments. Masks will be required to be worn throughout the conference location, the Oregon Convention Center.

In compliance with the safety measures at the [Oregon Convention Center](#), in addition to the state mask requirements, PLA is requiring [proof of full vaccination](#) OR a negative COVID-19 PCR or [Rapid test result within 72 hours of the participant's first day of the conference](#). [Click here](#) for more information on PLA's COVID-19 safety protocols.

Please check to acknowledge that you have read and agree to the above:

Enter Contact Information

Enter all required fields, agree to Terms of use and Click Save.

Contact Profile

Please complete the following fields.

* indicates required fields.

* First Name <input type="text" value="Contact"/>	* Last Name <input type="text" value="Name"/>
* Organization Name <input type="text" value="Chronicle Books"/>	Address 2 <input type="text"/>
* Address <input type="text" value="680 Second Street"/>	* City <input type="text" value="San Francisco"/>
* Postal Code <input type="text" value="94107"/>	* Country <input type="text" value="United States >"/>
State/Province <input type="text" value="California >"/>	Daytime Phone Extension <input type="text"/>
* Daytime Phone Number <input type="text" value="5555555555"/>	Email CC <input type="text"/>
* Email <input type="text" value="groupcontact@email.com"/>	

* **COVID-19 Acknowledgement:**
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Please check to acknowledge that you have read and agree to the above:

I hereby understand that PLA is requiring proof of full vaccination or a negative COVID-19 PCR or Rapid test result within 72 hours of the first day of the event, and that I will be required to wear a mask or face covering while in the Oregon Convention C

Maritz Terms of Use

* I agree to the [Terms of Use](#).

[Verify →](#)

Contact Profile

Complete the profile fields for the group's main contact. Click Verify to proceed.

NOTE: This contact information is for the person registering the entire group. Completing this information page will NOT register this person for the conference.

Room Block Request

Important Dates:

February 2, 2022: Rooming List Deadline- Any unassigned rooms will be released after this date.

March 3, 2022: Last day to make changes or cancellations on the web or through Maritz Global Events customer service.

Ready to request your hotel block? Click "**Begin.**"

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[Begin →](#)

[🏠 Dashboard](#)

Room Block Request

If you chose 10 or more rooms, this screen will appear. Otherwise, you can follow the instructions for the individual. Click Begin

Hotel Preferences

Once hotel choices are selected, click the arrows to place your hotels in the order of preference. To remove a selected hotel, click the red "x".

All Hotel Choices

	Hotel/Category	Price
<input checked="" type="checkbox"/>	Courtyard by Marriott Downtown One Bedded Room	\$219.00 / \$219.00
<input type="checkbox"/>	Crowne Plaza Downtown Convention Ct One Bedded Room	\$219.00 / \$219.00
<input type="checkbox"/>	Crowne Plaza Downtown Convention Ct Two Bedded Room	\$219.00 / \$219.00
<input type="checkbox"/>	Dossier One Bedded Room	\$215.00 / \$215.00
<input type="checkbox"/>	Dossier Two Bedded Room	\$215.00 / \$215.00
<input type="checkbox"/>	Doubletree Hotel One Bedded Room	\$219.00 / \$219.00
<input type="checkbox"/>	Doubletree Hotel Two Bedded Room	\$219.00 / \$219.00
<input type="checkbox"/>	Embassy Suites Downtown One Bedded Room	\$239.00 / \$239.00
<input type="checkbox"/>	Embassy Suites Downtown Two Bedded Room	\$239.00 / \$239.00
<input type="checkbox"/>	Hampton Inn & Suites Portland One Bedded Room	\$204.00 / \$204.00
<input type="checkbox"/>	Hampton Inn & Suites Portland Two Bedded Room	\$204.00 / \$204.00
<input type="checkbox"/>	Hi-Lo Hotel, Autograph Collection One Bedded Room	\$239.00 / \$239.00

Your Hotel Preferences

↑ ↓ 1. [Courtyard by Marriott Downtown](#) ×
One Bedded Room

Hotel Choice #2 (required)

Hotel Choice #3 (required)

Hotel Choice #4 (required)

Hotel Choice #5 (required)

Hotel Choice #6 (required)

Hotel Choice #7 (optional)

Hotel Choice #8 (optional)

Hotel Choice #9 (optional)

Hotel Choice #10 (optional)

Hotel Preferences

Click at least 6 Hotel options in the left-hand column. 6 options are required. You can have up to 10 options overall.

As the hotel preferences populate in the right-side column, you can prioritize your options using the up/down arrows.

Scroll down to the bottom of the page and click on 'Next: Additional Criteria'

Additional Criteria

Use the arrows to adjust the order of preference. This additional criteria will assist us with assigning your room block.

Additional Selection Criteria

↑ ↓	1 Low Rate
↑ ↓	2 Hotel Preference
↑ ↓	3 Proximity to Event
↑ ↓	4 All Rooms at Same Hotel

← Back

Next: Request Rooms →

Additional Criteria

Use the arrows to adjust the order of preference. This additional criteria will assist us with assigning your room block.

When complete, click 'Next: Request Rooms'.

Request Rooms

Dashboard

Hotel Preferences Additional Criteria **Request Rooms** Block Request Summary


Room Nights Criteria

Main Event Nights:
Wed, Mar 23, 2022 - Fri, Mar 25, 2022

Select Your Block Dates

Arrival Date Departure Date

How many rooms do you want on the main event nights?



Apply

← Back

Next: Block Request Summary →

Request Rooms

First enter your Arrival and Departure Date. I

Then select the most rooms you require on the main event nights using the plus/minus buttons. Main event nights are indicated under Room Nights Criteria.

You must select at least 10 rooms to continue.

Click Apply.

How many rooms do you want on the main event nights?

- 10 +

Apply

Room Nights

The suggested distribution of room nights is shown below. You may make adjustments as needed.

Date	Rooms
Tue, Mar 22 2022	95% - 9 +
Wed, Mar 23 2022	100% - 10 +
Thu, Mar 24 2022	100% - 10 +

Special Requests

Add text here

Characters remaining: 3987

Use this space to add any information that would be helpful in fulfilling your requested block.

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Next: Block Request Summary →

Room Night Distribution

Your suggestion distribution of room nights is shown below. You may adjust as needed using the plus/minus signs for each night.

Remember

You can also add any Special Requests in the text box.

When ready, click 'Next: Block Request Summary' to continue.

Block Request Summary

Dashboard

Hotel Preferences Additional Criteria Request Rooms **Block Request Summary**

Please review the below information prior to submitting your block request. If you need to make any changes, use the edit button within that section.

▼ Hotel Preferences

(in order of importance)

Edit

1. Courtyard by Marriott Downtown (One Bedded Room)
2. Crowne Plaza Downtown Convention Ct (One Bedded Room)
3. Crowne Plaza Downtown Convention Ct (Two Bedded Room)
4. Dossier (One Bedded Room)
5. Dossier (Two Bedded Room)
6. Doubletree Hotel (One Bedded Room)

▼ Additional Criteria

(in order of importance)

Edit

1. Low Rate
2. Hotel Preference
3. Proximity to Event
4. All Rooms at Same Hotel

▼ Request Rooms

Date	Rooms
Tue, Mar 22 2022	9
Wed, Mar 23 2022	10
Thu, Mar 24 2022	10

Edit

Special Requests

Add text here

← Back

Submit Block Request →

Block Request Summary

Review the summary for accuracy. You can click 'Edit' for the respective areas if you need to go back and make any changes before submitting.

If correct, click 'Submit Block Request'.

Dashboard

Welcome to your Dashboard for PLA 2022. From here you may request hotel rooms, register/manage your group and review financials.

To log out, please click on the contact name in the upper right hand corner and select "sign out".

The dashboard interface includes several key components:

- Manage Group** button with an **Add/Edit Personnel** link (highlighted).
- Hotel Block Request** button with a **Continue** link (highlighted).
- Block Request Details** section, highlighted with a yellow box, containing:
 - Status:** In Progress
 - Submitted:** (blank)
 - Last Updated:** Oct 14, 2021 1:34:20 PM
 - A warning message: **Hotel block request process is in progress** (highlighted).
- View Inventory** button.
- Contact Profile** button for **Michael Gray** with an **Edit** link.
- Group Financial Summary** table:

Group Financial Summary	
Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

Dashboard

Once submitted, you will be taken to your Dashboard. You can follow the progress of your request here, but you will be notified when approved.

From here you can Manage Group to add or edit personnel and Hotel Reservation options will be made available once the block has been approved.

Group Summary

Tips for Managing Your Group:

- Add New Person - Contact can manually type in their participants information and book a hotel room or register an individual
- Export Personnel - Contact is able to see who has made a reservation by exporting an excel file

▶ Add New Person

▶ Export Personnel

▶ Filter

Results Total: 1

Send All Confirmations

Include Contact

	First Name	Last Name	Company	Registration	Events	Hotel	Balance Due?
+ 1532	Michael	Gray	MJG Test	Register		+ Room	

Group Summary

If you needed only 9 rooms or less, you would see the Dashboard page and can Register and/or add Hotel Rooms by clicking on the Manage Group section.

Dashboard

Welcome to your Dashboard for PLA 2022. From here you may request hotel rooms, register/manage your group and review.

To log out, please click on the contact name in the upper right hand corner and select "sign out".

[Manage Group](#) [Add/Edit Personnel →](#)

Registration Activity

Completed	Incomplete	Due
0	1	\$610.00

[Hotel Block Request](#) [Continue →](#)

Block Request Details

Tips for Managing Your Group:

- Add New Person - Contact can manually type in their participants information and book a hotel room or register an individual
- Export Personnel - Contact is able to see who has made a reservation by exporting an excel file

▼ Add New Person

Please complete the following fields.

* indicates required fields.

* First Name

* Options
 Badge Only

* Last Name

Pronouns

He/Him/His She/Her/Hers

They/Them/Theirs Xe/Xem/Xyrs

Ze/Hir/Hirs Ask

Other

* Company

* Email

Group Financial Summary	
Registration Total	\$610.00
Room Total	\$0.00
Booking Total	\$610.00
Payments	\$0.00
Balance Due	\$610.00

Register People

To register people, click on Manage Group

You can add people to your group by selecting Add New Person on the Group Summary page. Fill out the required fields, select registration type and click Add.

You can choose to add hotel reservations also but you can also go back and add later.

Group Summary

Tips for Managing Your Group:

- Add New Person - Contact can manually type in their participants information and book a hotel room or register an individual
- Export Personnel - Contact is able to see who has made a reservation by exporting an excel file

- ▶ Add New Person
- ▶ Export Personnel
- ▶ Filter

Results Total: 1

Send All Confirmations Include Contact **CONFIRMATION SENT**

	First Name	Last Name	Company	Registration	Events	Hotel	Balance Due?
+ 1274	Michael	Gray	MGE Test	Full Conference	Add Event/s	+ Room	

Confirmation(s)

Once you have registered people with paid registrations, you can navigate to the Group Summary to send out confirmation letters.

Please note: These do not send out automatically so that the contact can control the communication to their group as needed.

You will see a Confirmation Sent icon come up once completed.