HIMSS18 Registration: A Step-by-Step Guide

Nordic Delegation

• Visit the HIMSS Nordic Community website at http://www.himss.eu/communities/himss-nordic-community
• Click the orange [HIMSS18 Nordic delegation] button on the right-hand side.

HIMSS18 NORDIC DELEGATION

• Discover the Nordic Delegation programme, registration details, partner information and all about the week’s activities, speakers and themes.
• HIMSS18 is taking place at the Venetian-Palazzo-Sands Expo Center, 201 Sands Ave, Las Vegas, NV 89169, United States of America.

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1.1) Registration Package

HIMSS Europe Nordic Delegation registration package includes:

- 2 networking lunches at the Sands Convention Center
- 1 Nordic Welcome “Get Together”/ networking dinner
- 1 Nordic Reception
- Entrance to the International Reception
- Discounted HIMSS18 registration rate

Standard Rate: $590 (USD)
Rate incl. HIMSS18: $1,440 (USD)

Available add-ons:

- Nordic Education Programming (incl. Nordic Workshop) $85
- International Conference (incl. lunch) $350
- Breakfast Vouchers for Mirage Hotel $23.96 pppn
1.2) Special Registration Types

- **Are you a government employee?**
  
  -> Reach out to Mr. Jens Kühn [jkuhn@himss.org](mailto:jkuhn@himss.org) to get a special code for your HIMSS18 Annual Conference & Exhibition registration. Not discount does not apply to delegations or add-ons.

- **Are you a vendor?**
  
  -> Please note you have to be a HIMSS community partner to join the international delegations – please get in touch with Ms. Ivana Stojanoska at [istojanoska-contractor@himss.org](mailto:istojanoska-contractor@himss.org) to confirm your status.

- **Are you a vendor with a complimentary registration badge** as part of your HIMSS18 exhibition booth and would like to add on the HIMSS Europe Nordic Delegation Package?

  or

- **Would you like to use a HIMSS corporate membership allotment** and would like to add on the HIMSS Europe Nordic Delegation Package?

  -> Please register through the [HIMSS Nordic Community website](http://www.himss.eu/communities/himss-nordic-community) at [details see next pages](http://www.himss.eu/communities/himss-nordic-community). When prompted “Do you require delegation registration for HIMSS18” please chose option “No” (as you do not require another HIMSS18 registration) and choose the Nordic delegation (this means you only add on the Nordic Delegation Package). Please then complete the registration process and send your new registration confirmation email to Mr. Jens Kühn [jkuhn@himss.org](mailto:jkuhn@himss.org) requesting to add this Nordic Delegation Package to your existing HIMSS18 registration.

- **Do you wish to register a group and pay for the group by invoice?**

  -> Please register each person individually and select wire transfer as payment method for all registrations. Please then send all registration notification emails as a bundle to Mr. Jens Kühn [jkuhn@himss.org](mailto:jkuhn@himss.org) requesting to generate a group invoice. Please note that confirmation of registrations will only be sent once full payment is received.
1.3) Registration Step-by-Step

- Your Nordic Delegation registration can only be completed via the HIMSS Nordic Community website, please do not use the HIMSS18 official website for registration!
- Click the orange [HIMSS18 Nordic delegation] button on the right-hand side.
- Go to the “REGISTRATION” tab.
- Click the orange [REGISTER HERE] button.
- You are now re-directed to the following registration page:

![HIMSS18 Registration Page](image-url)

- If you do not have an existing HIMSS account, click “Start Here” to create an account
- To register yourself use your existing HIMSS username and password to sign in (if you have forgotten your password or username, click “Forgot password?” or “Forgot Username?” at the bottom of page and reset instructions will be emailed to you)
- To register someone else for the HIMSS Annual conference, use YOUR existing HIMSS username and password to login below then choose “Someone Else” on the next screen to complete their registration.
• On the next page, please verify who you are registering and continue.
• On the next page, you are now asked to tell us about yourself. Fields marked with an asterix (*) are required.
• Your name badge will be produced from the data provided. Please check the sample name badge on the right-hand side.
• If you require any special assistance (e.g. wheelchair access), please note here.
• If you are an international visitor traveling from a country requiring a visa for entry into the United States, you may request this here.

NOTE: Registrations are timed out after 15 minutes being inactive on a page, i.e. each registration page must be completed within 15 minutes or else you get an automated email on your incomplete registration (here you find a link and info how to continue your registration).
Tell us about yourself

Personal Information

First Name
Nickname
Company/Institution
Professional Degree & Designation
- BSN
- CPHMS
- DO
- FCHAME
- HiMSS
- MBA
- MD
- MSN
- NP
- PA
- PharmD
- PMHNP
- RN
- RPh
- Other

Middle Initial
Last Name (Family)
Title

Demographic Information

Special Assistance Required?
- Yes
- No

Emergency Contact Information

NOTE: Your emergency contact should be a person NOT attending the show with you.
Emergency Contact Name
Emergency Contact Phone

Address Information

Address
Address 2
City
Country
Update your address with HIMSS?
- Yes
- No

Concurrent Educational Sessions
Tuesday, March 4 - Friday, March 7
Exhibition Hall
Tuesday, March 6 - Thursday, March 8
Closing Keynote
Friday, March 9 - 1:15pm - 2:30pm

Visa Information

If you are an International Visitor travelling from a country requiring a visa for entry into the United States, please select one:
- Yes, I require an invitation letter.
- No, I do not require an invitation letter.

Name on Passport
Date of Birth
Passport Expiration Date
Country of Issue

Contact Information

Phone
Email
Email CC

Continue
• On the next page, please provide all work-related demographic information and continue.
• On the following page you will be requested to enter any complimentary, discount and invite codes.
• If you do not have any codes, simply continue:

The code field is case sensitive!
Multiple codes can be applied, however only one code per item will be accepted.
When you have finished, select Continue. Complimentary and discount codes will be processed on the payment information section.
On the next page, please define your delegation.

Choose “yes” for question 1 if you also wish to attend the HIMSS18 Annual Conference & Exhibition (rate $1440)

Or choose “no” if you do not require a HIMSS18 registration (rate $590).

Choose “Nordic” for question 2. as follows:
On the next page, you may now choose available add-ons (at extra charge) as explained above.

If you are staying at the Mirage Hotel (how to book this can be found here), please choose the number of breakfast vouchers required (1 voucher per person per night) depending on the amount of nights you have booked (i.e. 5 vouchers for 5 nights booked). The rate for each breakfast voucher is $23.96.

Continue.
On the next page, you will be asked to review your registration.

Please take a moment to review your registration information below. If the information is correct, click [Finish]. If you need to add additional registrations, click [Add Another Registrant]. If you need to change any of the information, click the [Edit Information] button in the section you need to change, make your change(s), then re-submit that page to update your information.
• On the next page, you will be asked to select a payment method (Credit Card, Check or Wire Transfer).

• If you decide to pay by wire transfer, please find as follows bank details:

  Healthcare Information Management Systems Society  
  **Bank Name:** JP Morgan Chase Bank  
  **Address:** 10 S. Dearborn, Chicago, IL 60603  
  **Swift Code:** CHASUS33  
  **ABA #:** 021 0000 21  
  **Account Number:** 5300097217  
  **Account Name:** Healthcare Information Management Systems Society  

  Please *reference your name, the Nordic delegation and the registration confirmation number* on your payment.

• After the payment page, your registration will be complete and you will receive an email.

• PLEASE NOTE: If paying by check or wire transfer, confirmation of registration will only be sent once full payment is received. Please refer to your registration notification email or invoice for additional details.

1.4) Add new items to an existing registration

• If you wish to *add any optional items* to your registration at a later stage (e.g. breakfast vouchers, workshops, the International Conference, etc.), please follow the link in your registration confirmation email named “[Click here to access your registration]” and add additional items to your registration.

• If you wish to *add on a study trip* that you have been invited to, please contact Mr. Jens Kühn jkuhn@himss.org.
2) HOTEL BOOKING

As a recipient of the special delegation registration rates you are required to book your hotel room through the official HIMSS18 housing provider, OnPeak.

PLEASE NOTE - NEW THIS YEAR:

Hotel nights will no longer be included in the packages for delegations. HIMSS has secured a block of rooms for the Nordic Delegation at the Mirage Hotel although delegates are welcome to stay at any of the hotels currently available via “onPeak”, HIMSS official housing company.

Mirage Hotel

(0.56 Miles to event)
3400 S. Las Vegas Blvd, Las Vegas, NV 89109, United States of America

- Visit the hotel website at the following link, here you find further information on housing
- Alternatively, copy the following web address into your browser:
  http://www.himssconference.org/hotel-travel/hotel/book-your-hotel?mkt_tok=eyJpIjoiWVRobE1qTmhNVGROtW1ObClsInQiOjPU1h1MzVJdkdcL3FCSndjUnBPdVpFVFRpODlZvNTeFRwakZTldGybiJTROVtTvbd1kyZGFLMm5iOUZOBddexXdpR1oyVnlkdBTMHPzRG5hYTJvcmx0aWVUUnVCWmltbm9hNGVteHA1Vm5YYzh3NrVTgzhZKzEreFNvOFhQzmqItQ==
- Click on the button [Book Your Hotel Here] to be redirected to the onPeak booking system
- Choose the category “Nordic Delegation”
- Enter the code nordic18 to secure the special room rate at the Mirage Hotel block booking for the Nordic Delegation ($208 per person per night based on single occupancy, excl. taxes and fees; incl. internet; excl. breakfast)
- Breakfast ($23.96 per person per night) must be booked separately via the registration to HIMSS18 (see here)

If you have any questions please email OnPeak at himss@onpeak.com
3) CONTACT

If you have any queries regarding your HIMSS18 delegation registration, please contact:

Mr. Jens Kühn
Events Coordinator
HIMSS Europe GmbH

Phone +49 (0)30 34655 4215
Email jkuhn@himss.org

We look forward to meeting you in Las Vegas!