



## Standard Email Template Text

### EVENTS

We are thrilled for your participation in NEI's [Radiation Protection Forum 2024](#). Your registration has been confirmed and we can't wait to see you there!

#### **Guest of Registered Attendee**

Guest registration allows access to only the Networking Reception and/or Special Event.

#### **Conference Details**

Visit the [Radiation Protection Forum](#) webpage for up-to-date information on the agenda, speakers, and registered attendees.

#### **Book Your Hotel for the Event!**

Take advantage of the discounted room block at [InterContinental Kansas City at the Plaza](#) available only to Radiation Protection Forum participants! Reserve your room today!

Book your hotel reservation online by **July 14, 2024**, to secure the group rate of **\$174/night**. You can contact reservations directly at (816) 756-1500. After this date, the room and rate availability are at the discretion of the hotel. Prior to or upon check-in, a one-night room and tax charge will be billed to your credit card as a deposit.

Hotel cancellations must be made 24 hours prior to scheduled arrival to avoid a room charge. The room rate will be available three days prior and three days after the meeting upon availability. Check-in is at 4 p.m. Check-out is at 11 a.m.

#### **Air Travel**

The best airport to fly in/out of will be the Kansas City International Airport (MCI) which is located 24 miles from the hotel.

NEI has partnered with United Airlines to provide our meeting attendees with discounted fares. To receive a discount, you may make your flight reservations online or call 800.426.1122 for assistance using **fare class Z** and promotion number **ZQFF265046**. Booking fees are waived for meeting reservations. You can reference online instructions for additional information.

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We look forward to connecting with you in Kansas City, MO! If you have questions about your registration, contact our Registration Team at [registrar@nei.org](mailto:registrar@nei.org) or 202.739.8039.

Warm Regards,

NEI Conferences & Events Team  
E: [registrar@nei.org](mailto:registrar@nei.org)

[NEI Code of Conduct]  
[Registration Policy]  
[Cancellation Policy]  
[Photography Disclaimer]

## TRAININGS

We are thrilled for your participation in NEI's Design Function Identification Training. Your registration has been confirmed and we look forward to your participation in our virtual training course.

Access the Design Function Identification [here](#). Prior to the training, you will receive reminder notifications from Zoom with details on how to join each day of the training.

You can access the training by logging into your [profile](#) and clicking on the [My Activity tab](#). If you need assistance accessing your profile or training materials, please contact **Allison Borst** at [atb@nei.org](mailto:atb@nei.org).

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## EXHIBITS

We are thrilled with your company's participation. Your booth registration has been confirmed and we can't wait to see you there!

Arika Johnson will be your exhibit concierge and will contact you soon with the details on your exhibit tabletop booth. For more information or if you have questions, you can contact Arika via email at [amj@nei.org](mailto:amj@nei.org). Some benefits of your exhibit tabletop booth include your company's logo on the conference webpage and being displayed on slides during the breaks and signage in the conference area. Please email your company's logo (.jpeg or .png format) to Arika by **Monday, July 15**.

If you have questions about your exhibit purchase or payment, contact our Registration Team at [registrar@nei.org](mailto:registrar@nei.org) or 202.739.8039.

### **Registering Exhibitor Staff**

You can register your **one (1) complimentary** staff online. During "checkout", use the promo code **PAD2 CEXH** and complete the registration. Note: There is a space between the "2" and "C", which is required to use the promo code correctly. You can register additional attendees at a 25% discount off your current rate available. Use the promo code **PAD2 ADEXH** and complete the registration.

Exhibitors are welcome to attend the general session (complimentary) and any training sessions (additional fees) during the workshop.

### **Hotel Accommodations**

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If you need additional information on your booth materials or onsite staff, please contact Arika Johnson.

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[\[Registration Policy\]](#)

[\[Cancellation Policy\]](#)

[\[Photography Disclaimer\]](#)

## **SPONSORSHIP**

Thank you for supporting the industry and sponsoring the Radiation Protection Forum!

Arika Johnson will be your sponsor concierge and will contact you soon with the details on your sponsorship. For more information or if you have questions, you can contact Arika via email at [amj@nei.org](mailto:amj@nei.org). Some benefits of your sponsorship include your company's logo on the conference webpage and being displayed on slides during the breaks and signage in the conference area. Please email your company's logo (.jpeg or .png format) to Arika by **Monday, July 15**.

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