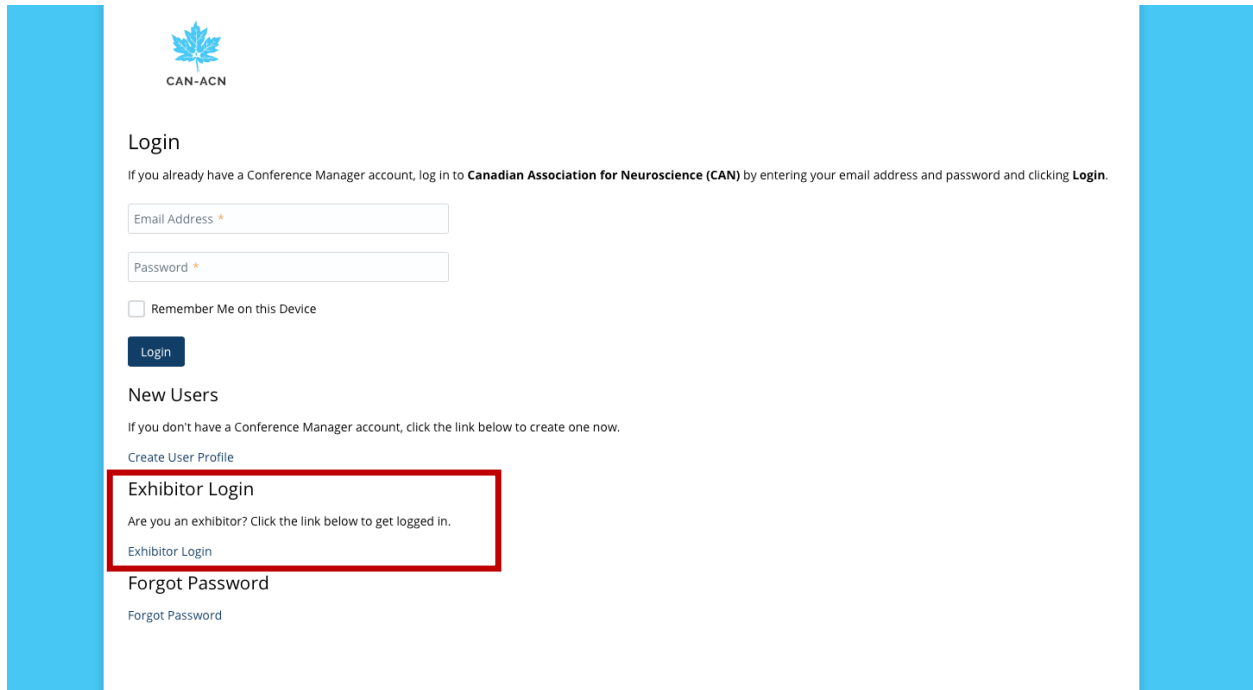



Welcome to the CAN 2025 Exhibitor Portal.

This document will take you through the steps of creating your online profile which will allow you to choose your booth and sponsorship opportunities for this year's conference.

To access the portal - <https://my.confmanager.com/community/28/login>



  
CAN-ACN

### Login

If you already have a Conference Manager account, log in to **Canadian Association for Neuroscience (CAN)** by entering your email address and password and clicking **Login**.

Email Address \*

Password \*

Remember Me on this Device

Login

### New Users

If you don't have a Conference Manager account, click the link below to create one now.

Create User Profile

**Exhibitor Login**

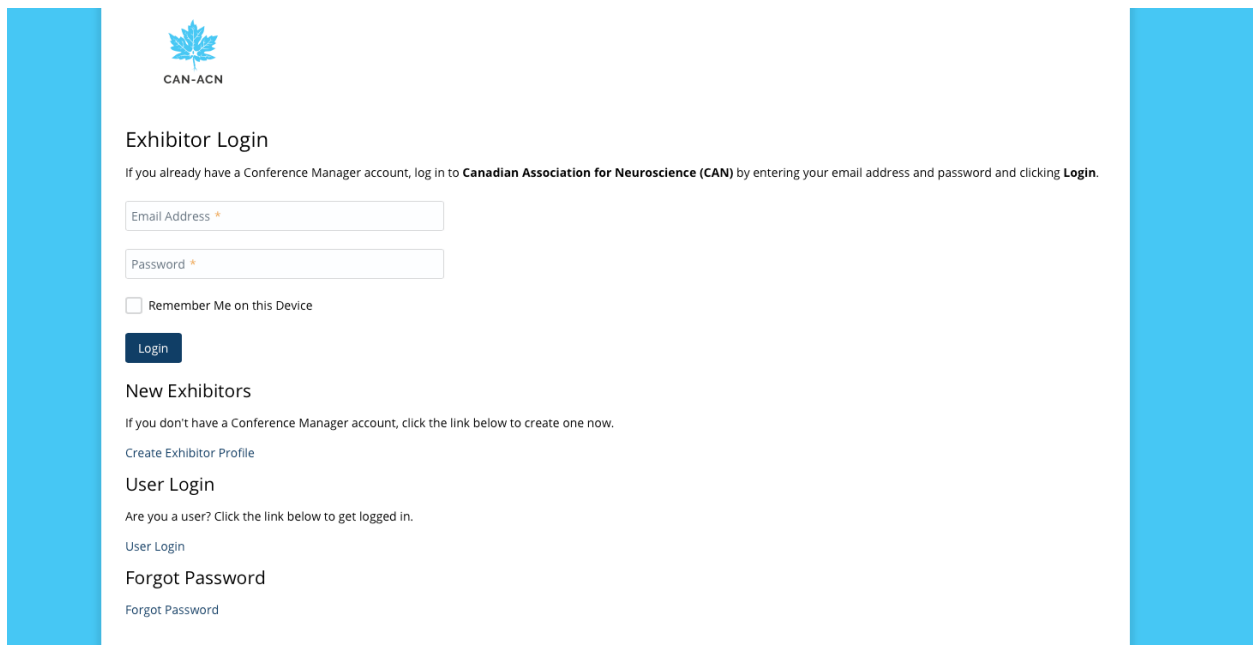
Are you an exhibitor? Click the link below to get logged in.


Exhibitor Login

### Forgot Password

Forgot Password

Select 'Exhibitor Login'



  
CAN-ACN

### Exhibitor Login

If you already have a Conference Manager account, log in to **Canadian Association for Neuroscience (CAN)** by entering your email address and password and clicking **Login**.

Email Address \*

Password \*

Remember Me on this Device

Login

### New Exhibitors

If you don't have a Conference Manager account, click the link below to create one now.

Create Exhibitor Profile

### User Login

Are you a user? Click the link below to get logged in.

User Login

### Forgot Password

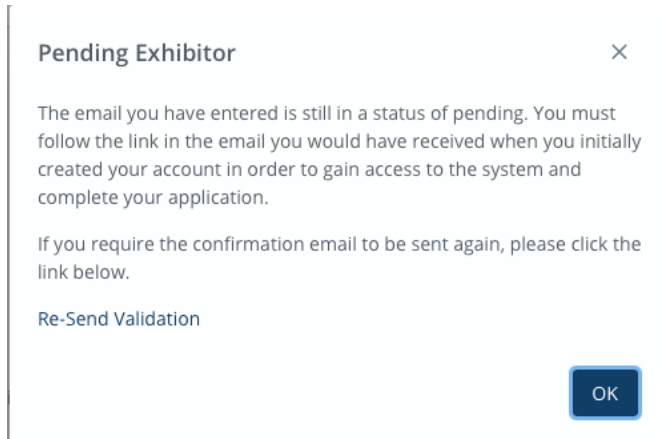
Forgot Password

## Create Exhibitor Profile

Enter company name and email address

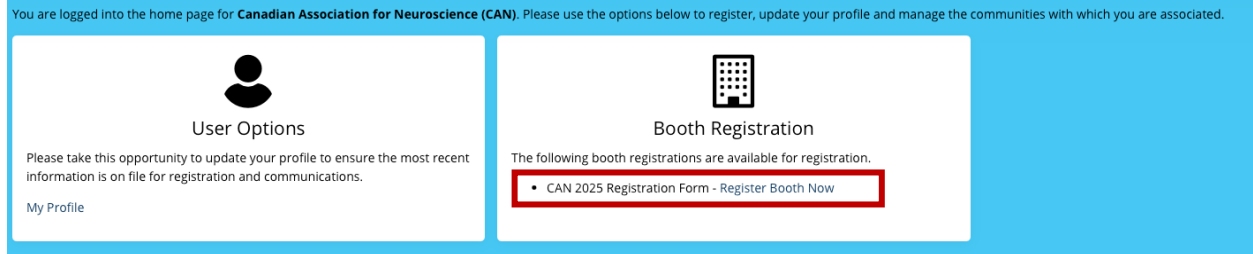
You must create a contact; this will be the person responsible for the booth registration

Once you have created your profile you will then receive the following message:



You must validate your email address before you can proceed.

When you login, you will see the page below:



Select 'Register Booth Now'

Check your information and update as required. Then select 'next'

Please choose between 'Exhibitor' and 'Sponsor'. If you do not want to take advantage of any of the sponsorship opportunities, please select 'Exhibitor'. This will allow you to book your booth or tabletop.

Choose between 8' x 10' Booth Space or a 6ft trestle table

The next page will allow you to select a booth.

If you do not require a booth, please tick the 'No Booth Required' option.

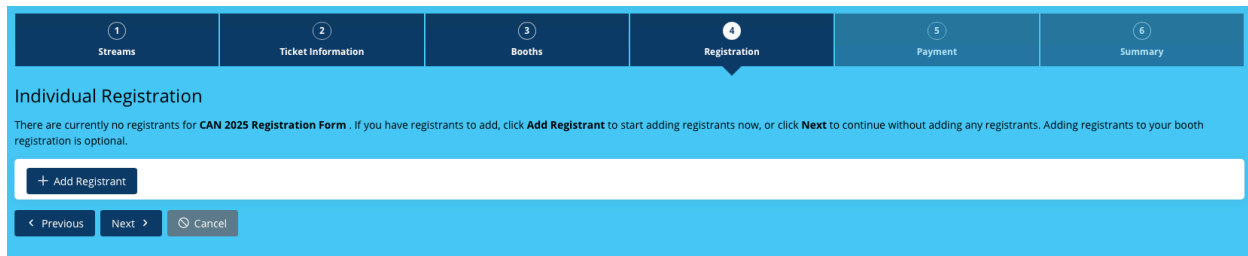
To select your booth/tabletop, select 8' x 10' Booth Space or 'Tabletop' from the dropdown box then click 'Choose Booth'. Click 'Save'.

Click 'Next'

If you chose "Sponsor" earlier in the form, the sponsorship opportunities will now be displayed. If the item you'd like to sponsor isn't listed, it means another organization has already sponsored it.

You are entitled to 2 booth representatives (4 with Platinum sponsorship). If you need to add additional attendees, this can be done on the 'Opportunities page'.

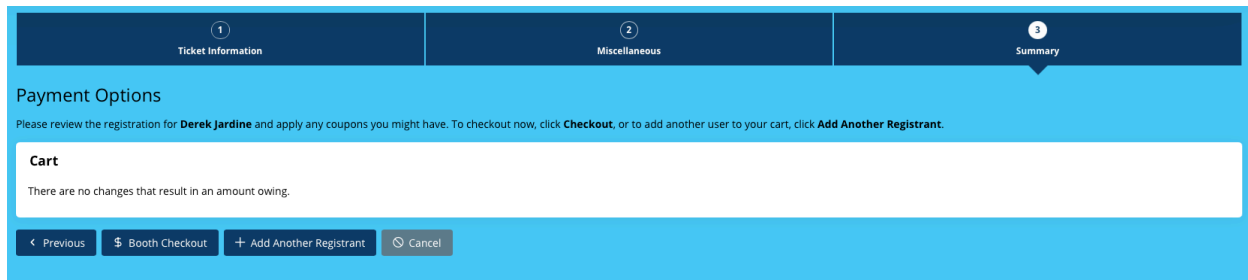
Choose your options and then select 'Next'.



The screenshot shows a progress bar at the top with six steps: 1. Streams, 2. Ticket Information, 3. Booths, 4. Registration (highlighted), 5. Payment, and 6. Summary. Below the progress bar, the page title is "Individual Registration". A message states: "There are currently no registrants for CAN 2025 Registration Form. If you have registrants to add, click **Add Registrant** to start adding registrants now, or click **Next** to continue without adding any registrants. Adding registrants to your booth registration is optional." Below this message is a large white button labeled "+ Add Registrant". At the bottom of the form area are three buttons: "< Previous", "Next >", and "Cancel".

If you know the name of your booth representatives, please enter them on this page by clicking on 'Add Registrant'. Otherwise, the confirmation email will include a link that can be passed on to your booth representatives allowing them to register themselves.

If you are adding your stand attendees, you will have to 'Add User'.



The screenshot shows a progress bar at the top with three steps: 1. Ticket Information, 2. Miscellaneous, and 3. Summary (highlighted). Below the progress bar, the page title is "Payment Options". A message states: "Please review the registration for **Derek Jardine** and apply any coupons you might have. To checkout now, click **Checkout**, or to add another user to your cart, click **Add Another Registrant**." Below this message is a white box titled "Cart" containing the text: "There are no changes that result in an amount owing." At the bottom of the form area are four buttons: "< Previous", "\$ Booth Checkout", "+ Add Another Registrant", and "Cancel".

Once you had added your first booth representative you will be able to add any others on this page by selecting 'Add Another Registrant'

To continue with your Booth Registration, select 'Booth Checkout'

Choose your payment option and accept the terms and conditions, then click 'Submit'

You will then be able to 'Download Invoice' on the next page.