



## Registration Instructions

**You must be logged into your VSB member portal or create a non-member account with the VSB to complete your Annual Meeting registration.** If you haven't accessed your VSB member account, please follow [these instructions](#).

1. Click Register Myself.



2. Select the registration option that aligns best with your involvement. **Judges will not have to pay a registration fee but may purchase entry to ticketed events.**

Registration Options	Price
<input type="radio"/> First-Time Attendee Registration Is this your first time attending the VSB Annual Meeting? Your registration fee is reduced! Judges do not pay a registration fee, but may purchase entry to ticketed events.	150.00
<input type="radio"/> Returning Attendee Registration Not a first-time attendee? This registration option is for you. We look forward to seeing you again in Virginia Beach! Judges do not pay a registration fee, but may purchase entry to ticketed events. <b>Early bird pricing ends on May 3.</b>	210.00
<input type="radio"/> Speaker Registration Speakers confirmed for Annual Meeting CLEs should register for the full meeting using this registration option and may purchase tickets to additional events with a fee.	0.00

3. Scroll down and click the carrot to the right of each day to expand the menu and view all scheduled events.

**Program**

Select programs by   Only display program items in registrant's itinerary

Thursday, 30 May 2024	▼
Friday, 31 May 2024	▼
Saturday, 01 June 2024	▼

Click to collapse/expand Thursday, 30 May 2024.

4. ADD the events you'll attend to your itinerary.

8:00 AM [Remove](#)

**Law School Alumni Breakfasts** 1 In Itinerary

Hilton Oceanfront Hotel, Ballroom A. Add this event to your itinerary and select your law school from the dropdown list.

**Price** 20.00

**Time** 8:00 AM - 9:00 AM

\* Please select your law school from the list of Virginia law schools hosting a breakfast:

[UPDATE RESPONSE](#)

Your response has been saved

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8:30 AM

**Coffee with the Judges**

Hilton Oceanfront Hotel, Courtney Terrace

**Price** 0.00

**Time** 8:30 AM - 9:30 AM

[ADD](#)

5. If you are bringing a Guest to the meeting, scroll back up BEFORE proceeding to checkout. Click "Add a guest". You should only enter First Name, Last Name, Nickname, and City of your guest (for name badge purposes). All other fields are optional.

**Registered pending checkout**

[Edit registrant information](#)

[+ Add a guest](#)

- Guests will not have access to CLE programming, but may purchase entry to events such as the 5k, Yoga, Law School Breakfasts, Banquet, etc.
- Guests wishing to attend CLE programs should register separately as an Attendee.

6. Once your guest has been added, scroll down to ADD events to their itinerary and then proceed to checkout. Be sure to complete the process on the final page by clicking "Complete Order." A confirmation email will be sent to the primary email address listed in your VSB Member Portal.
7. If you need to make changes to or cancel your registration, you can access and edit your registration via the Participation tab in your VSB Member Portal.
8. If you have questions or need assistance, please email [annualmeeting@vsb.org](mailto:annualmeeting@vsb.org).