



## 2023 ANNUAL CONFERENCE SPONSOR ONLY INSTRUCTIONS

**(Follow these instructions if you plan to ONLY Sponsor at the 2023 Annual Conference)**

1. Visit the [ISACS Member Portal](#) and Sign-Up/Search for Account
  - Follow these [Sign-Up Instructions](#) (PDF)
  - Make sure to search and link to your company/organization
2. Visit the [ISACS 2023 Annual Conference Microsite](#), click “SPONSORS/EXHIBITORS”, and then “Purchase Sponsorship Only” and then “Purchase Annual Conference Sponsorship”
3. Confirm/Update information for yourself and your company/organization
4. Select your sponsorship level, review the included benefits, add your tag words, upload your logo (high resolution jpeg or png) & enter your company/organization description to be used in Annual Conference materials.
  - The same information (including the tag words for filtering) will be used to create your company’s listing on the ISACS [“Find a Sponsor”](#) webpage approximately 10 business days after submission.
5. Select your payment method and click “Next”
  - Our system allows you to pay online via electronic check/bank/ACH, credit card, or "Bill (Company/Organization Name)".
6. Review and click “Process Order” to complete your registration
  - Click “Continue” to review your Sponsorship and its benefits
7. Once your transaction is complete, review the Confirmation emails, and contact ISACS with any questions.

**Please plan to make travel & hotel arrangements for your company representatives.**

**QUESTIONS? Contact [Jacob Isaac](#), Director of Technology & Client Services**