OHA RECOGNITION DINNER REGISTRATION GUIDE 2024

Thank you for your interest in attending the Ohio Hospital Association's annual Recognition Dinner on Tuesday, June 11, 2024, at the Hilton Columbus at Easton. This signature event recognizes and celebrates the nominees and honorees of OHA's leadership awards and Health Care Worker of the Year award.

This celebration includes a welcome reception (cash bar) that begins at 5 p.m. and the awards gala program which begins at 6 p.m. There will be a red-carpet area for guests to take photos with family, coworkers, and friends.

OHA offers four registration options for members and guests this year:
- Individual/Small Group Registration ($75.00 each)
- Reserved Table of 8 Registration ($600.00)
- Reserved Table of 9 Registration ($675.00)
- Reserved Table of 10 Registration ($750.00)

Please note:
- The individual registration option is encouraged for those wanting to purchase a single seat or multiple seats (up to seven seats). Single seat purchases will be seated in open seating area. We will work to ensure that registrations of 2-7 seats will be seated together but will also include open seating.
- If you register for a reserved table, please ensure to share information with the guests sitting at your table.

HOW TO REGISTER

1. Access the event registration page here: https://ohiohospitals.org/annualmeeting
2. Login with your OHA username and password.
3. You'll see four options for the event. Choose the registration option you would like to purchase.

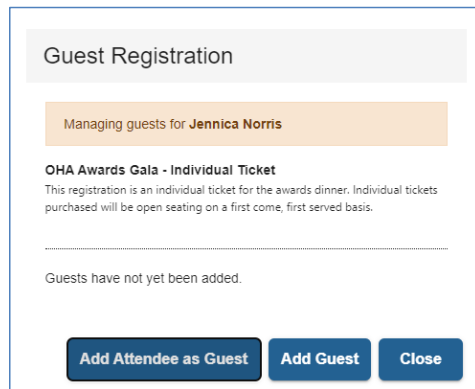*Please Note: Online registration requires payment via credit card. If you need to request an invoice, please email Sherri.Cohen@ohiohospitals.org.*

Register for One Individual Ticket
1. Select the Individual Ticket option.
2. Click "Add to Cart."
3. Complete the checkout process by clicking the "Registration Complete" button.

Register for Multiple Individual Tickets (2-7)
1. Select the Individual Ticket option.
2. Click "Manage Guests."
3. In the pop-up, click the "Add Guest" button and enter information for yourself and/or your guest(s).
4. After all your guests are added, click "Close" button.
5. Click "Add to Cart."
6. Complete the checkout process by clicking the "Registration Complete" button.

Register for One Reserved Table
1. Select the appropriate reserved table option.
2. Click "Add to Cart".
3. Complete the checkout process by clicking the "Registration Complete" button.

Note: The hospital/ health system of the person registering for this table will be associated with the table reservation. We do not need individual contact information for each person attending. Please share information with your guests and let them know they have a seat at your hospital's table.

Register for Multiple Reserved Tables
1. Select the appropriate reserved table option.
2. Click "Manage Guests."
3. In the pop-up window, click "Add Guest". Using the First Name/ Last Name fields, enter the name of your hospital for the reserved table (Example: OHA Table 1, OHA Table 2, etc.). Click "Save Guest". Repeat the process for as many tables you would like to reserve.

> Commented [JP1]: For this instruction is this referring to adding a name for "first name" or "last name"?

> Commented [HM2R1]: Yes, we can't change the First Name/ Last Name fields. We used those to show OHA Table 1 as an example.
>
> If you want to add other language to make it clear, that's fine also.

Note: The hospital/ health system name entered in the Guest Registration window will be associated with the table reservation. We are not collecting the individual names of people sitting at the table. Please notify your guests that they have a seat at your reserved table.

4. After all your tables are added, click "Close" button.
5. Click "Add to Cart."
6. Complete the checkout process by clicking the "Registration Complete" button.

> Commented [JP3]: The bullet numbers need updated...goes from 3 to 7.

> Commented [HM4R3]: done

QUESTIONS?

If you have any questions about reserving a table(s) please contact Sherri Cohen at
Sherri.Cohen@ohiohospitals.org or calling 614-221-7614.