Register for the 2018 EMI SIG Annual Meeting

Complete the following steps to register for the 2018 EMI SIG Annual Meeting.

Step #1: From the EMI SIG SharePoint homepage, click on the EMI SIG dropdown menu and select Annual Meeting.

Step #2: From the Annual Meeting homepage, click on the 2018 EMI SIG Annual Meeting icon.
Step #3: Under My 2018 Registration, click on the Add new item link to open the Annual Meeting registration form.

Quick Tip…
Before you register, click on the Draft Agenda and Abstracts link to get an idea of what is being offered and when it’s scheduled in the agenda.
Step #4: Verify that your last name, first name, phone and email are accurate (if needed, you can edit them here)

Step #5: Click on the Site/Facility dropdown menu and select your current Site/Facility

Step #6: Enter your Organization and Role as you want it to appear on your badge

Step #7: If interested, place a check in the box of one Monday Pre-meeting Workshops that you plan to attend

Step #8: Place a check in the box next to the Subcommittee, Working Group or Council that you plan on attending
Step #9: If interested, place a check in the **Presenter** or **Participant** box next to each benchmarking session you plan on attending.

### 2018 EMI SIG Benchmarking Sessions Expectations & Requirements

Benchmarking sessions will allow DOE/NNSA sites to share information related to the following topics:

- Exercise Program
- Emergency Public Information/Social Media
- Protective Actions and Accountability
- ERO Training and Qualification Programs

**What to expect?**

Think mini-Trade Show or Poster Session. There will be tables positioned around the perimeter of the meeting room and each table will be designated to a site.

**How to register?**

- Check Box Presenter: If you are your primary site representative and your site will bring benchmarking material to present/share.
- Presenter Requirements: Collaborate, collect, prepare and bring site-specific documents and materials/applications such as company-directives, emergency procedures, checklists, manuals, guides, handouts, technology/systems, etc.
- Check Box Participant: If you just want to attend and view the shared materials.

**How to prepare?**

These sessions will be held at the **Official Use Only (OUO)** level. You must check with your local Security Office to ensure your documents and/or software applications adhere to your local policies related to sharing OUO with others.

**Who can help?**

Contact EMI SIG Steering Committee co-chair David Stuhan at stuhan@lanl.gov if you have questions or need additional information.

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**Take Note!**

Be sure to click on the **CLICK HERE** link to open and review the expectations and requirements if you plan on attending any of these Benchmarking Sessions.

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**Quick Tip…**

You will automatically be enrolled to attend the Opening Session on Wednesday from 8:30 am to Noon.

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Step #10: Place a check in the box next to the **three Concurrent Sessions** you plan to attend.
Step #11: Check the Closing Session box if you’re able to attend

Step #12: If interested, place a check in the box of one Friday Post-meeting Workshops you plan on attending.

Please ensure your name displays correctly on the sample badge. If you’d like to make changes, go back to step #4 and edit your last and first name fields.

Step #13: When finished, click Submit.

You will receive an email confirming that you’ve successfully registered for the 2018 Annual Meeting.

This email will contain links to download the Mobile App or the Browser version as well as a link to make lodging reservations.

Contact Scott Stoudenmire by phone (505) 845-4936 or by email scott.stoudenmire@nnsa.doe.gov for help.