

## Frequently Asked Questions

For specific questions regarding your sponsorship account email Marina Sloane at [vizientsummit@vizientinc.com](mailto:vizientsummit@vizientinc.com).

Due to the cancellation of our 2020 Connections Summits, several sponsor companies have unused credits that may now be used toward a 2021 sponsorship. Refer to the **Sponsorship Credits** section below if you have a sponsor credit.

### GENERAL

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#### **How do I sign up for a Summit sponsorship?**

Sponsorships are available for purchase at the [vizientsponsorships.com](http://vizientsponsorships.com) website. Select the "Purchase" button to log in using your Vizient SSO credentials and follow the prompts. Make sure to select "Sponsor" in the Attendee Type field. Once you have completed your sponsorship registration you will receive an invoice that includes your summit confirmation and your sponsorship balance.

#### **What information should I have ready when I purchase my sponsorship?**

- Main contact information for company and company description (for use in the on-site guide, virtual platform & mobile app)
- High-resolution logo (API, EPS), low-resolution logo (JPG, PNG)
- If your sponsorship comes with complimentary registrations, contact information of those you would like to invite to use the passes

### SPONSORSHIP CREDITS

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#### **I have a credit from last year, how can I apply that credit this year?**

All sponsorships can be purchased in the Summit Registration system. Select purchase button on the Vizient Sponsorships website. Follow the prompts to register for the sponsorship. While completing the registration form select "sponsor" in the attendee type field to be directed to make a sponsorship selection, where you may choose the same sponsorship (if available), a new one or a combination of sponsorships. Complete your registration form.

**NOTE:** The initial invoice generated from your Summit registration **will not** show your sponsor credit. Within 24 hours you will receive an invoice in a separate email (at the address listed in your registration) that has applied your credit and reflects the new balance, or paid in full.

#### **Should I select a sponsorship that is the same price as my credit?**

Yes, sponsors need to select a sponsorship that is equal to or greater than the credit from 2020. However, you may select a different sponsorship or a combination of sponsorships that best works for your company. If you select something that costs more than your credit you will be invoiced for the difference.

### REGISTRATION

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#### **My sponsorship includes complimentary registration. How do my team members use them?**

During your registration if you select a sponsorship that has complimentary registrations you will be asked the names of the team members using those registrations. Be prepared to list their names and email addresses. Each person will be emailed an invitation to register individually. They must register for the Summit to ensure their complimentary registration.

If you need to change team members, the sponsor 'owner' will return to his/her registration form, cancel the original person and add the new one. The new person will receive an invitation to register.

## **PRICING AND PAYMENTS**

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### **I need an invoice and a W-9 for my company to pay my registration. How do I get that?**

After completing your registration you will receive an email with event information and pricing that may be used as an invoice. A W9 may be downloaded from the registration and sponsorship websites.

Questions? Contact us at [vizentsummit@vizientinc.com](mailto:vizentsummit@vizientinc.com).

## **Single Sign On Log-In Help**

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### **I need help logging in, I forgot my email associated with my Vizient account or password.**

To comply with Vizient web security, all sponsor purchasers must log-in through their Vizient single sign on credentials. If you have forgotten your email or password, please [click here](#) to view prompts for help.

### **I am not a Vizient contracted supplier but want to purchase a sponsorship.**

To comply with Vizient web security, all sponsor purchasers must log-in through Vizient single sign on credentials. Follow the instructions [here](#) to get a temporary Vizient log-in to be able to purchase a sponsorship.