

# Forum2026: Registration Process – Individual Registration


To register for Forum2026, please follow the directions below.

To see the process, view the [process tutorial video](#) for a step-by-step guide.



## Step 1: Access and complete the Forum Registration Form on the VIP LMS

- a. Login to your account on the [Virginia Institute of Procurement Learning Management System](#) (VIP LMS). If you do not already have an account, create your free account using your state-issued email address.
- b. Enroll in the [Forum2026: Registration Form](#) course either from the ‘Featured Courses’ section of the Dashboard or the catalog after logging in.



Forum2026: Registration Form

Online Course

1 Enroll +

**Completion of this course is the first step in the Forum2026 registration process. Completion provides access to purchase a Forum2026 Attendance Pass. Forum registration is not complete until a Forum Attendance Pass is purchased.**

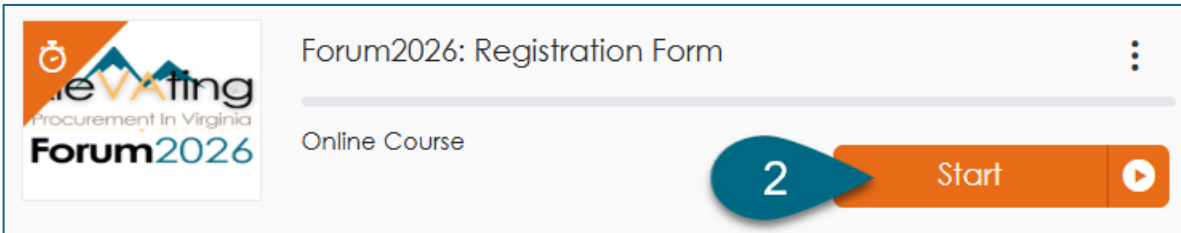
To Register for Forum26:

1. Complete the survey in this course with all required information.
2. Purchase the Forum2026 Attendance Pass course that corresponds with how you intend to participate in Forum26.

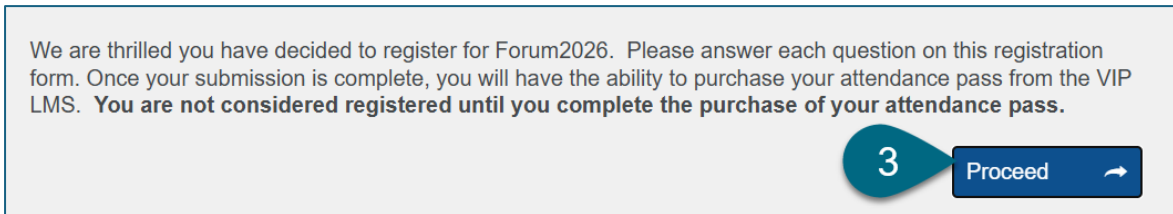
Notify [forum@dgs.virginia.gov](mailto:forum@dgs.virginia.gov) of any required updates to your Forum registration.

Notify [vipregistration@dgs.virginia.gov](mailto:vipregistration@dgs.virginia.gov) of any required updates to your VIP account or course issues.

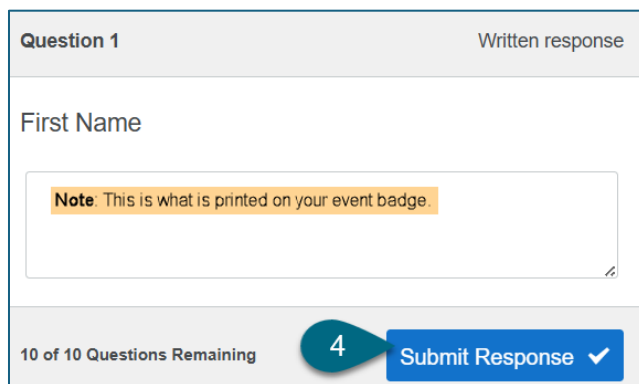
- c. Click the ‘Start’ button to access the Forum registration form.



- d. Click ‘Proceed’ to begin the form.



- e. Enter the requested identifying information for Questions 1-5, being sure to click ‘Submit Response’ after each entry.
- i. First Name as you would like it printed on your event badge
  - ii. Last Name
  - iii. Best Contact Phone Number
  - iv. Agency/Organization Name
  - v. Job Title



- f. Indicate if you are responsible for purchasing multiple Forum attendance passes for those at your agency/entity or if you are purchasing only for yourself.

**Question 7** Select the appropriate response

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Will you be purchasing Forum attendance passes for others in your agency/entity?

Yes, I will be purchasing attendance passes for others in my agency/entity.

No, I am only purchasing an attendance pass for myself.

1 of 11 Questions Remaining

5
Submit Response ✓

- g. Indicate your type of Forum attendance: in-person at the Virginia Beach Convention Center, virtually by accessing the recorded sessions after they are posted on the VIP LMS, or not attending – only purchasing bulk attendee passes for the agency/entity.

**Question 8** Select the appropriate response

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How will you be participating in Forum2026?

I will be attending the live event November 15-18, 2026 at the Virginia Beach Convention Center.

I will be participating virtually by watching the recorded sessions once they are posted to the VIP LMS.

I am not attending Forum2026. I only need to purchase attendance passes for my agency/entity.

4 of 11 Questions Remaining

6
Submit Response ✓

- h. Indicate your role at the Forum event. You may only choose one.

**Question 9** Select the appropriate response

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What is your role at the Forum2026 event?

Attendee - either in-person or virtual

Confirmed Speaker

Forum Guest

DGS Staff

DPS Staff

I am not attending the event, only purchasing attendance passes.

3 of 11 Questions Remaining

7
Submit Response ✓

- i. Alert the Forum Team to any other requests. If there are none, type N/A or None in the box.

Question 10
Written response

If you are attending the in-person event, are there any other special requirements requested? Please do not include sensitive medical information.

N/A

1 of 10 Questions Remaining

9

Submit Response ✓

- j. Click 'Continue' to submit your registration form and gain access to purchase your Forum Attendance Pass. **You are not considered registered until you complete the purchase of your attendance pass.**
- *Note: It may take several minutes for the Attendance Pass purchase course to become visible in the catalog after completing the registration form.*

Thank you for completing the first step of Forum2026 registration by submitting your registration form. To complete the process, be sure to purchase your attendance pass from the VIP LMS. **You are not considered registered until you complete the purchase of your attendance pass.**

10

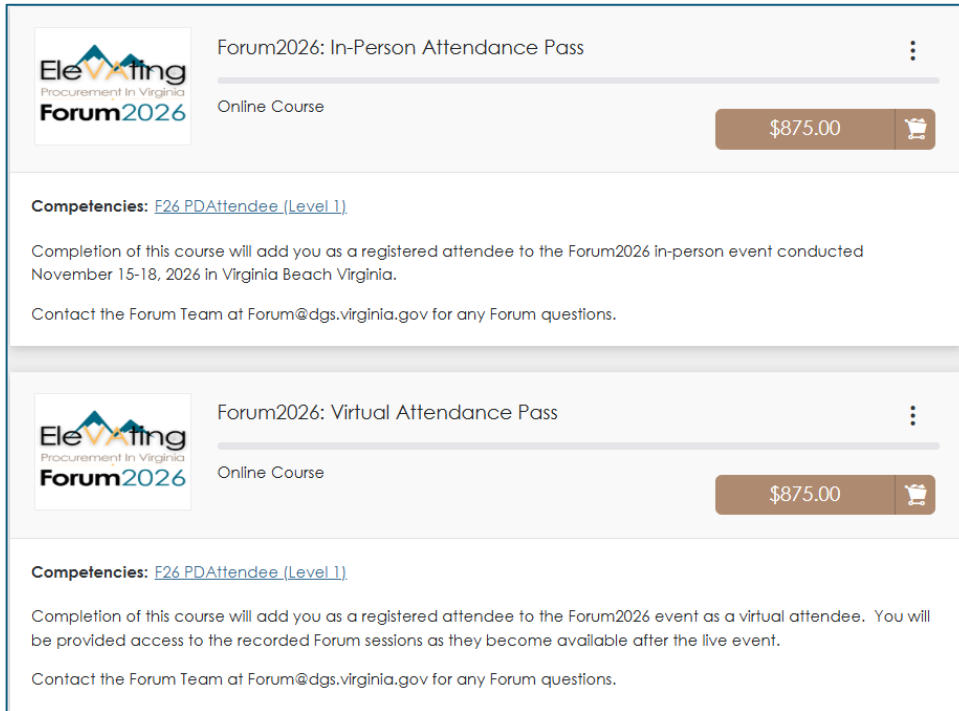
Continue →

**Step 2a: Purchase your Forum Attendance Pass using a credit card or coupon code**

If you are paying with a credit card or have been provided a coupon code by the Forum Team, complete the purchase of your attendance pass in this step. ***If you have an enrollment key from your office purchaser, skip to Step 2b: Purchase your Forum Attendance Pass with a provided enrollment key.***

- a. Depending upon the answer to the question on the registration form, 'How are you attending Forum?', you will have access to the appropriate Attendance Pass course.

- b. Add the appropriate course to your cart. *Note: Be sure to apply any provided coupon code to your cart at checkout.* Completing this purchase completes your Forum event enrollment. Continue to Step 3.

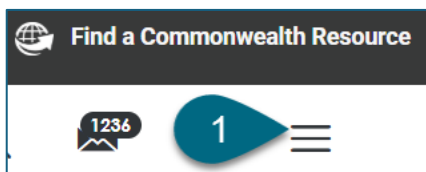


The screenshot shows two course listings. The first is 'Forum2026: In-Person Attendance Pass' for \$875.00. It includes the competency 'E26 PDAttendee (Level 1)' and states that completion adds the user as a registered attendee for the in-person event from November 15-18, 2026, in Virginia Beach. The second listing is 'Forum2026: Virtual Attendance Pass' for \$875.00, which includes the same competency and states that completion adds the user as a virtual attendee with access to recorded sessions.

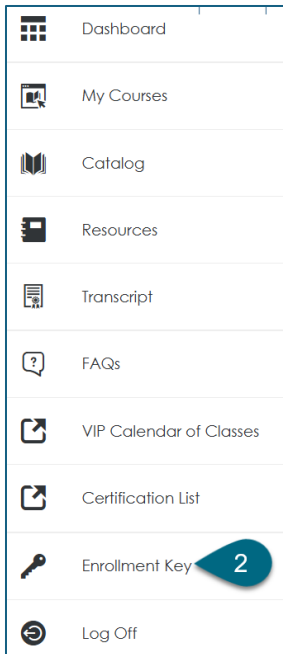
**Step 2b: Purchase your Forum Attendance Pass using a provided enrollment key**

If your office purchaser has provided you with an **enrollment key**, complete your event registration in this step. If you paid for your registration with a credit card or coupon code in Step 2a, skip to step 3.

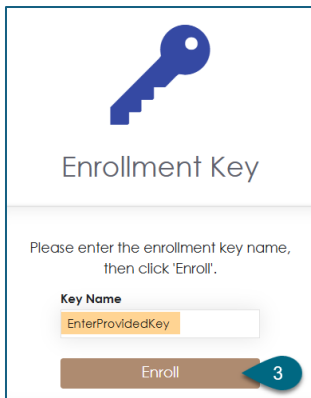
- a. Click the main menu.



b. Choose the 'Enrollment Key' option.



c. Input the provided Enrollment Key in the 'Key Name' field. Click 'Enroll'. *Note: The enrollment key is case sensitive and can only be used once by the recipient.* Completing this process completes your event enrollment.



### Step 3: Reserve your lodging

The link to register for your hotel can be found in the automated email received at the completion of your Attendance Pass purchase.

**Please contact the Forum Team ([Forum@dgs.virginia.gov](mailto:Forum@dgs.virginia.gov)) with registration concerns.**