

Forum2026: Registration Process – Supplier Registration

To register for the Supplier Connect event at Forum2026, please follow the directions below.

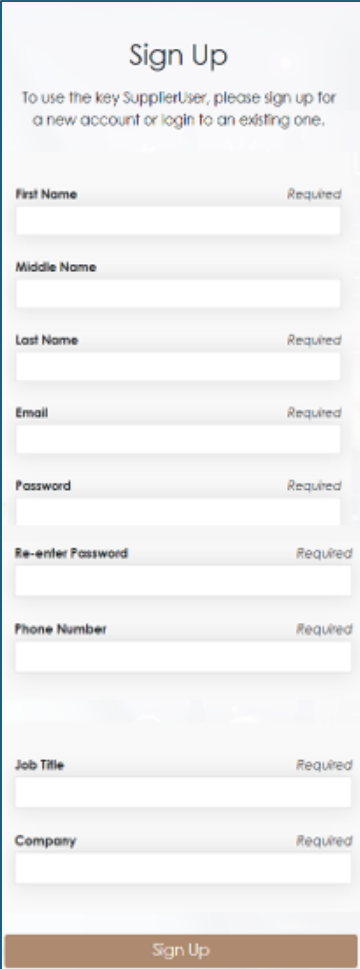
To see the process, view the [process tutorial video](#) for a step-by-step guide.



NOTE: If you are a buyer (regular in-person attendee) who also needs to purchase a booth for Supplier Connect to showcase your agency or entity, please contact the Forum Team at forum@dgs.virginia.gov to be provided access to the Supplier registration form. Then follow these directions, starting with Step 2.

Step 1: Create your account on the VIP LMS

- a. Access the [Virginia Institute of Procurement Learning Management System \(VIP LMS\)](#).
- b. Complete the registration form.
 - a. *Note: If you currently have an account on the VIP LMS and need access to the Supplier Connect Registration Form, please contact the VIP Help Desk (absorb@dgs.virginia.gov).*



Sign Up

To use the key SupplierUser, please sign up for a new account or login to an existing one.

First Name Required

Middle Name

Last Name Required

Email Required

Password Required

Re-enter Password Required

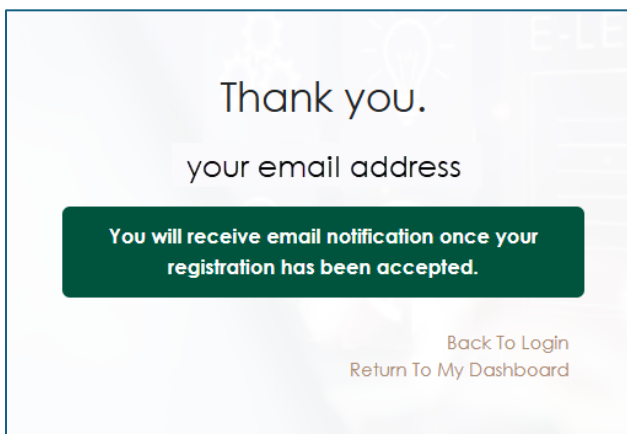
Phone Number Required

Job Title Required

Company Required

Sign Up

- c. Your account will be reviewed within one business day. You will be notified via email from the Forum Team when your account is active; please check your spam folder. Contact the Forum Team at forum@dgs.virginia.gov should you have issues creating your account.

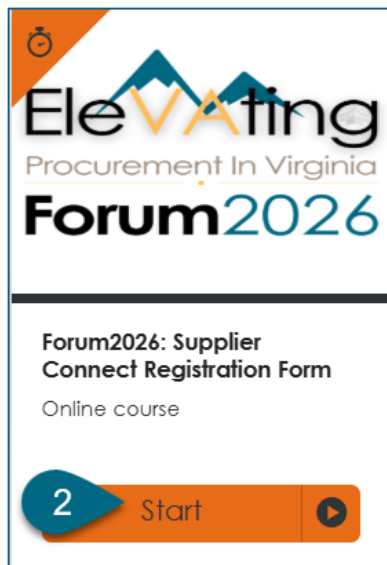


Step 2: Access and complete the Supplier Connect Registration Form on the VIP LMS

- a. Login to your account on the [Virginia Institute of Procurement Learning Management System](#) (VIP LMS) using the account created in Step 1. You must accept the terms and conditions to move forward.
- b. Enroll in the **Forum2026: Supplier Connect Registration Form** course either from the 'Featured Courses' section of the Dashboard or the Forum Catalog.



- c. Click Start.



d. Click Proceed to begin the form.

We are excited you have decided to join us for the Supplier Connect event at Forum2026. Completion of this form is the first step in purchasing your booth at the event and any required extra tickets. **You are not considered registered until you have purchased your booth and had your selection confirmed by a member of the Forum Supplier Connect Team.**

3 Proceed

e. Provide the requested identifying information for Questions 1-4, being sure to click ‘Submit Response’ after each entry.

- First Name as you would like it printed on your event badge
- Last Name
- email
- Best Contact Phone Number

Question 1 Written response

First Name (This should be your preferred name as it is what will be printed on the event badge.)

Jeri

18 of 18 Questions Remaining

4 Submit Response

f. Indicate if you are the Point of Contact (POC) for the booth. The POC should be the liaison between your business and the Supplier Connect Team after purchase is complete.

Question 5 Select the appropriate response

Are you the Point of Contact (POC) for this booth?

Yes, I am the Point of Contact for this booth.

No, someone else from my organization will serve as the Point of Contact for this booth,

14 of 18 Questions Remaining

5 Submit Response

- g.** If you are not the POC, provide the POC’s preferred first name, last name, email address, and best contact phone number. If you are the POC, type N/A.

Question 6
Written response

If you are not the POC, provide the POC's name, email address and best contact phone number. If you are the POC, type N/A.

N/A

13 of 18 Questions Remaining

6

Submit Response
✓

- h.** Provide the requested Business information for Questions 7-9, being sure to click ‘Submit Response’ after each entry.

- Business Name
- Business Description
- Business Website

Question 7
Written response

Business Name

My Super-Great Company


12 of 18 Questions Remaining

7

Submit Response
✓

- i. Choose your booth type for Supplier Connect. Click the Open Attachment link to review a booth comparison document in another tab.

Question 10 Select the appropriate response


[Open Attachment](#)


What type of booth would you like for Supplier Connect at the Forum2026 event? (See booth descriptions document.)

SWaM Certified Booth (Requires DSBSD registration)
 Standard Single Booth
 Standard Double Booth
 Premium Single Booth
 Premium Double Booth
 Equipment Showcase 20x20 Space
 Equipment Showcase 30x40 Space

9 of 18 Questions Remaining
8
Submit Response ✓

- j. Type your preferred booth number in the box. Click the Open Attachment link to review the current floor plan for the event. Items to note:
- The floor plan will be updated periodically to reflect current availability.
 - Choose two adjoining booth numbers for all double booth purchases.
 - Booths are on a first-come, first-served basis from date of purchase completion.
 - A member of the Supplier Connect Team will contact the booth POC within two (2) business days of the purchase of your booth to confirm the booth selection.

Question 11 Written response


[Open Attachment](#)

Type the number(s) of your preferred booth space(s) as shown on the floor plan. Be sure to choose two adjoining booth numbers for all Double Booth purchases. A member of the Supplier Connect Team will contact you within two (2) business days of the purchase of your booth to confirm your selection. Booths are available on a first-come, first-served basis, determined by date of completed purchase.

1005

8 of 18 Questions Remaining
9
Submit Response ✓

k. Indicate if you would like electricity with your Premium Booth or Equipment Showcase Space.

- *NOTE: Micro and Standard Booths can order electricity from the Virginia Beach Convention Center.*

Question 12 Select the appropriate response

If you are choosing a Premium Booth or Equipment Showcase Space, will you need electricity for your booth?

Yes, I will need electricity for my Premium Booth or Equipment Showcase Space.

No, I will contact VBCC directly for my Micro or Standard Booth electricity needs.

7 of 18 Questions Remaining
10 Submit Response ✓

l. Provide the preferred first name, last name, and email address for each Booth Representative attending the event in Questions 13-16. If none, type N/A.

- *NOTE: The included number of Booth Representatives is determined by booth type.*

Question 13 Written response

Booth Attendee #1 - Included in all booth registrations: Preferred First Name, Last Name and email

Jen Hudgins, jen.hudgins@myemail.com

6 of 18 Questions Remaining
11 Submit Response ✓

m. Indicate if you will need to purchase extra Booth Representative tickets beyond the standard allowance. Please note that purchase limits apply to extra tickets.

Question 17 Select the appropriate response

Will you need to purchase additional tickets to allow more than the standard allotted number of booth representatives to attend Supplier Connect? (Purchase limits apply. Single booths: 2 extra tickets; Double booths and Equipment Showcase Spaces: 4 extra tickets.)

Yes, I will need to purchase tickets to enable more than the standard number of representatives to attend my booth at Supplier Connect.

No, I will not be bringing any representatives beyond what my booth space is allowed.

2 of 18 Questions Remaining
12 Submit Response ✓

- n. Provide the preferred first name, last name, and email address for any representative using an extra ticket. If none, type None.

Written response

Question 18

Extra Booth Representative(s) Preferred First Name, Last Name and email. (Purchase limits apply. Single booths: 2 extra tickets; Double booths and Equipment Showcase Spaces: 4 extra tickets. If none, type None.)

Mia Represents, mia.represents@myemail.com

Submit Response ✓

1 of 18 Questions Remaining


- o. Click 'Continue' to submit your registration form and gain access to purchase your Booth and any extra Booth Representative tickets needed. **You are not considered registered until you complete the purchase of your booth.**
- NOTE: It may take several minutes for the Booth purchase course to become visible in the catalog after completing the registration form.

Thank you for completing the first step of Supplier Connect registration by submitting your registration form. To complete the process, be sure to purchase your booth and any required extra attendance tickets from the VIP LMS. **You are not considered registered until you complete the purchase of your booth.**

Continue →

- p. You will receive a 'Course Complete' message. Click 'Exit Course' to return to the catalog.
- NOTE: It may take several minutes for you to have access to your purchase courses in the catalog.

Forum2026: Supplier Connect Registration Form ⓘ □ Exit Course X



Course Complete

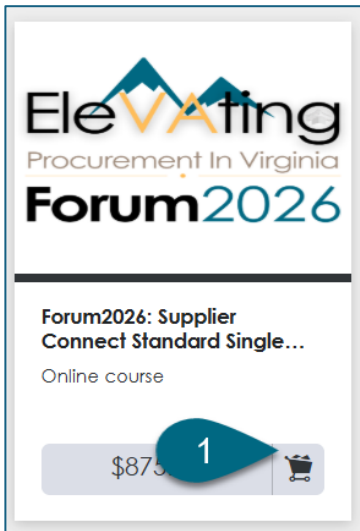
You have completed 100% of this course.

Status
Completed

View

Step 3: Complete your Purchase

- a. Depending upon the answer to the question on the registration form, 'What type of booth would you like for Supplier Connect?', you will have access to the appropriate booth purchase course in the catalog.
 - *NOTE: It may take several minutes for you to have access to your purchase course(s) in the catalog.*
- b. Add the appropriate course to your cart.



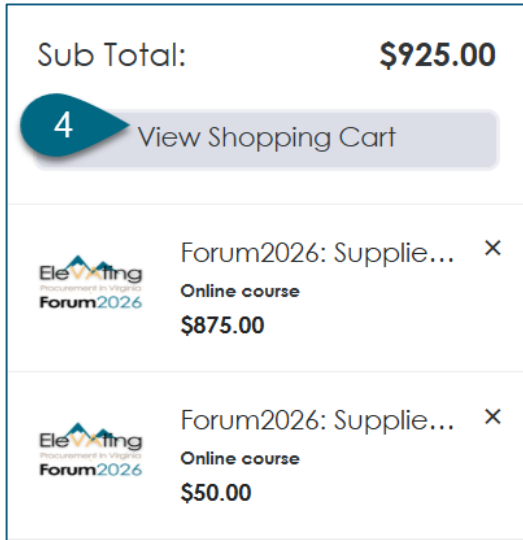
- c. If you indicated that you need tickets for extra Booth Representatives to attend the event on the registration form, add the Forum2026: Supplier Connect Extra Booth Representatives course to your cart.



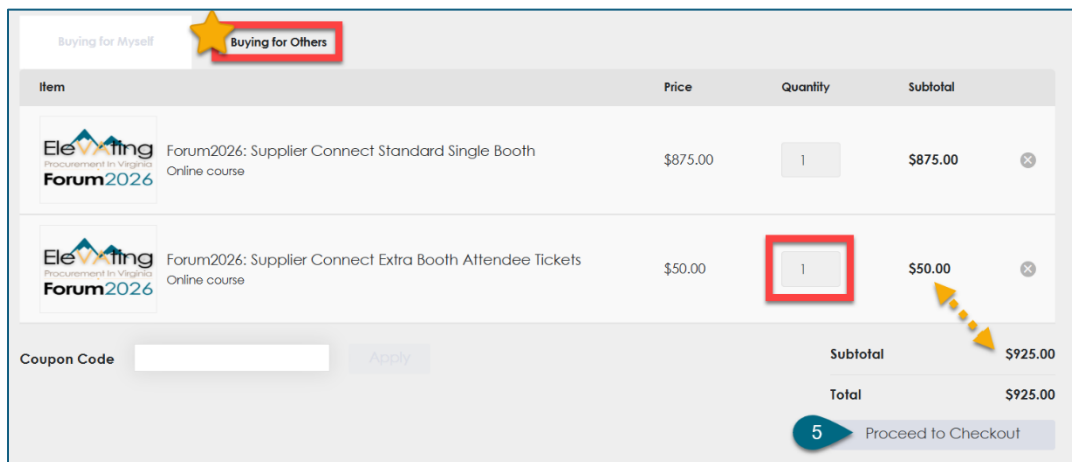
d. Open your shopping cart by clicking the shopping cart icon.



e. Click View Shopping Cart.



f. If you need more than one Booth Attendee ticket, ensure you are on the 'Buying for Others' tab, and adjust the quantity of tickets. As you adjust the quantity, the subtotals and purchase total will automatically update. When your cart is accurate, click Proceed to Checkout and complete your purchase with a credit card.



Step 4: Final Steps

You will receive an automated invoice from the LMS as well as a completion email. The email will contain:

- **Hotel registration link**
- **Matchmaking information and registration link**
- **Link to apply to present a 20-minute session**

Please contact the Forum Team (Forum@dgs.virginia.gov) with registration concerns.