



## ACCESSING EXHIBITOR REGISTRATION

### LOGGING IN TO THE EXHIBITOR RESOURCE CENTER FOR THE FIRST TIME

1. Go to <https://ims25.myexpoonline.com/home>

2. Click the “Exhibitor Login” button

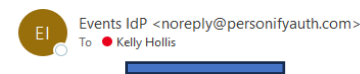
3. Enter your email and click “Forgot Password/First Time Login” You must enter your Booth Contact email address. An email will be sent, and you will need to create a password. If you are not the Booth or Registration Contact on file, you will not have access to create an account.

4. Enter your email address in the new window and click “Submit.”

### Forgot Password/First Time Login

5. You will receive an automated email from “Events IdP <noreply@personifyauth.com>” with the subject line “Reset Your Password.” Be sure to check your junk folder if you do not see the email. Click the link in the email to access the page to create your password.

### Reset Your Password



Hi,

We've received a request to reset the password for your account associated with [kelly.hollis@spargoinc.com](mailto:kelly.hollis@spargoinc.com).

You can reset your password by [clicking here](#)

-- The Events Team



6. Create your password and click “Submit.”

### Reset Password

7. Return to the login page at <https://ims25.myexpoonline.com/home> and log in with your email and password.

8. Once logged in, click “Dashboard” on the left of your screen and click on the “Register for Exhibitor Badges”

DASHBOARD

EXHIBITORS

COMPANY PROFILE



## 22nd Annual MEETING & EXPOSITION

September 17-20, 2025 • Toronto, Canada



### Welcome to the 22<sup>nd</sup> Annual International Myeloma Society's Exhibitor Resource Center

We are looking forward to you joining us as an exhibitor for 22<sup>nd</sup> Annual International Myeloma Society Annual Meeting being held September 17-20, 2025 (Exhibits open September 18-20) in Toronto, Canada.

This Exhibitor Resource Center is your one stop for information pertaining to your participation.



REGISTER FOR EXHIBITOR BADGES



9. You will be asked to establish the Exhibitor Contact Information which will be the contact from the exhibiting organization related to Exhibitor Badge Registration only. This will not create a badge. If this person requires an exhibitor badge it will need to be created separately after the Exhibitor Contact Information is provided.


Note: the address information provided on this page will be applied to each exhibitor badge.

### Exhibitor Contact Information

• Please provide the following profile information. Items noted with an asterisk (\*) are required.

*First Name	Stephanie
*Last Name	Houck
*Company/ Organization	INTERNATIONAL MYELOMA SOCIETY
*Address Line 1	11208 WAPLES MILL ROAD
Address Line 2	SUITE 106
*City	FAIRFAX
*State/ Province	Virginia
*Country	USA
*Postal Code	22030
*Phone Number	703-679-3972
*Email	stephanie.houck@spargoinc.com
*Confirm Email	stephanie.houck@spargoinc.com

Continue



10. After the Exhibitor Registration Contact has been established, you will enter the area where you may register the individuals who you are assigning an Exhibitor badge/registration. See the green box.

The system will not automatically send a registration confirmation to each person. To send individual confirmations, please click on “Booth Personnel List” to send individual confirmations or to make any changes.

## Exhibitor Details

Exhibitor Booth Personnel

Company: INTERNATIONAL MYELOMA SOCIETY Booth #: 717

Name: Stephanie Houck

Address: 11208 WAPLES MILL ROAD, SUITE 106, FAIRFAX, VA USA, 22030

Email: stephanie.houck@spargoinc.com

	# Allotted	# Allotted Booked	# Over Allotment	Total Booked
Booth Personnel	4	0	0	0

Exhibitor Contact Information has been updated.

### Register Booth Personnel

Select the number of booth personnel you would like to register.

1

Add Booth Personnel

### Booth Personnel List

- View List of Personnel
- Substitute Exhibitors
- Send Confirmation Email

View/Modify Registrants

### Exhibitor Registration Fees

Make Payments

Print Receipt/Invoice

Total Fees: \$0.00 (U.S. Dollars)  
Total Amount Paid: \$0.00 (U.S. Dollars)  
Total Fees Due: \$0.00 (U.S. Dollars)

### Exhibitor Housing

Housing Information

### Email / Invoice Summary

Send e-mail confirmation to Exhibitor Contact.

Send Email

### Visa Letter

Print Visa Letter

### Exit/Log out

Log out of exhibitor management and return to the IMS website.

Exit/Log-Out

If you require assistance logging into the Exhibitor Portal, please contact Stephanie Houck, IMS Exhibits Management, at [stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com) or +1-703-679-3972.

If you require assistance or have questions related to the process of registering for Exhibitor Badges, please contact the IMS Annual Meeting Registration Center via email at [imsregistration@spargoinc.com](mailto:imsregistration@spargoinc.com). Additionally, you may call 888-788-1522 (US and Canada) or +1-571-549-4538. The hours of operation for the Registration Center are 8:30 AM – 5:00 PM (ET) Monday through Friday. The Registration Center is closed on weekends and US Holidays.