



## REGISTRATION DETAILS for UC19OTTAWA

Thanks for your interest in attending, exhibiting and/or sponsoring our 17th Annual 'Unmanned Canada Conference and Trade Show! Here's a step-by-step walkthrough of the online registration process and some key benefits of joining Canada's national industry association **Unmanned Systems Canada – Systèmes Télécommandés Canada (USC-STC)** before you register for our event.

### UC19Ottawa Event Benefits for Members of USC-STC

**Members of USC-STC** receive discounts on Sponsorship packages, Exhibitor booths and Registrations for this year's event. We are pleased to offer USC-STC Members the following discounts for UC19Ottawa

- \$100 off registration fees (when not included in a Sponsor or Exhibitor package)
- 10% off Sponsor and Exhibitor packages

Please visit our UC19Ottawa Event website for a list of our other marketing, business and cost-savings benefits you'll receive when you join - and support - our association!

To take advantage of the Member discounts for UC19Ottawa, you must be a current member of USC-STC. If you are unsure if you are a current member, please contact:

**Declan Sweeney, Director of Sponsor & Exhibitor Sales**

Phone: 1-604-800 7052

Email: [declan@unmannedsystems.ca](mailto:declan@unmannedsystems.ca).

### To Join or Renew Your Membership in USC-STC

[Click here to join or renew](#) your annual USC-STC membership now, or visit the following link:  
<https://www.unmannedsystems.ca/purchase-new-or-renew-your-membership/>

Once you've joined, you will receive a 'Welcome' email that includes your **UC19Ottawa Member Discount Code**. **Save this code** to immediately apply the discount to Booth, Sponsor and Delegate prices when you register online for this year's event.

We accept MasterCard, Visa and American Express for all online payments.

If you prefer to pay by cheque or experience any difficulties in making an online payment, please contact [admin@unmannedsystems.ca](mailto:admin@unmannedsystems.ca) or call Glenn Martin at 1-613-526-5487.

## Registering for the Conference as a Delegate or Exhibitor

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| Step 1  | Go to the <a href="#">UC19Ottawa Event Registration Page</a>   |
| Step 2  | Enter your name and email details  |
| Step 3  | Check the correct box for <b>Conference Registration</b> (for Delegates and Speakers) or <b>Exhibitor Registration</b> , then click NEXT   |
| <p>Notes:</p> <ul style="list-style-type: none"> <li>All <b>Speakers</b> will be emailed registration instructions, their discount code and a UC19Ottawa Speaker Package. If you are confirmed as a Speaker but did not receive your package and discount code; contact our <a href="#">Event Team</a> or phone Glenn Martin at 1-613-526-5487.</li> <li>All <b>Exhibitor</b> packages include at least one full delegate pass; instructions to register personnel will be provided during online registration as an Exhibitor.</li> </ul>  |  |
| Step 4  | Complete the <b>Personnel</b> and <b>Company</b> information, then click NEXT  |
| Step 5  | Complete the <b>Sector Information</b> page as it applies to you, then click NEXT  |
| Step 6  | Exhibitors who wish to purchase ' <b>Additional Exhibitor Passes</b> ' to have extra Personnel on-site can click the button then fill in the appropriate Personnel information then click NEXT   |
| <p>Note to Exhibitors:</p> <ul style="list-style-type: none"> <li>Before choosing the option to pay for 'Additional Exhibitor Passes' to add Personnel, check the number of passes included with each booth: Double booths (10' x 20') include 4 (four) passes, Single booths (10' x 10') include 2 (two), and Start-Up Stands include 1 (one) pass.</li> </ul>   |  |
| Step 7  | Before moving to the <b>Check Out</b> section, review the Registration Summary page to ensure that all <b>Personnel</b> , <b>Company</b> and <b>Sector</b> information is correct. Use the BACK button to edit information or click NEXT if correct. |
| <p>Notes:</p> <ul style="list-style-type: none"> <li>The information you provide will be integrated in our <b>UC19Ottawa Conference Program</b> and <b>UC19Ottawa Event App</b> provided to all Delegates, Speakers, Exhibitors and Sponsors.</li> <li>Single and Double Booth Exhibitors will have their company name, logo and basic profile information included on the Event Website, Event App, and <b>UC19Ottawa Conference Program</b>. Start Up Stand Exhibitors have the option to pay \$250 to upgrade their Exhibitor Package to be included in the <b>UC19Ottawa Conference Program</b>.</li> <li>Our Event App will launch in mid-September and is available to all registered participants for one year after our event. Any changes must be emailed to our <a href="#">Event Team</a> and may take 48 hours to update.</li> </ul> <p style="text-align: right;">See the next page for the final steps to complete your registration...</p> |  |

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| Step 8  | <p>The final step - <b>Registration/Payment</b> - provides a summary of costs and applicable taxes.</p> <p>USC-STC Members can now enter their Member Discount Code <u>before</u> checking out to receive the appropriate discount. Not yet a Member?<br/> <a href="#">Click here to join or renew</a> your membership today and receive your Member Discount Code. Email <a href="mailto:admin@unmannedsystems.ca">admin@unmannedsystems.ca</a>. if you cannot find your membership information or UC19Ottawa discount code.</p> |
| Step 9  | <p><b>Choose your Method of Payment</b> and fill in the appropriate details.</p> <ul style="list-style-type: none"> <li>● We accept MasterCard, Visa and American Express for online payments.</li> <li>● If you prefer to pay by cheque - or experience any difficulties in making an online payment - please email <a href="mailto:admin@unmannedsystems.ca">admin@unmannedsystems.ca</a> or call Glenn Martin at 1-613-526-5457.</li> </ul>  |
| Step 10 | <p>Click <b>SUBMIT</b>. Congratulations - you're done! <b>You're Registered for UC19Ottawa!</b></p>   |

**Follow-up After Registering**

You will receive a 'THANK YOU' email from our UC19Ottawa Conference team with appropriate packages that outline important dates and details. We want to ensure that you have a wonderful experience in Ottawa, so please check your inbox or email [admin@unmannedsystems.ca](mailto:admin@unmannedsystems.ca) to have this information resent.

- Speaker Package - Presentation formats, expectations, marketing opportunities, key contacts, etc.
- Exhibitor Package - Move in / move out details, key contacts, Exhibitor Hall floor plans, marketing opportunities, etc.
- Sponsor Package - Recognition and marketing opportunities, key contacts, etc.

Visit the 'About Us' page of our UC19Ottawa event website for more information about our national industry association and the team working hard to put on an exciting and rewarding event this year.

**Your UC19Ottawa key contacts include:**

- Conference Manager: [Glenn Martin](#), USC-STC Executive Director, 613-716-7274
- Media Coordination and Social Media Advisor: [Scott Simmie](#), 416-705-9100
- Conference Chair and Speaker/Program Manager: [Stephane Bouvier](#), 514-951-5361
- Director of Sponsorship and Exhibitor Sales: [Declan Sweeney](#), 604-800-7052

**Thank you - we look forward to seeing you at [UC19Ottawa](#) this year!**