



Sponsor/Exhibitor Registration Guidelines

Thank you for your support of the Online News Association. To redeem your free ONA membership(s) and ONA09 pass(es):

- Compile a list of employees redeeming memberships and a list of those redeeming ONA09 passes.
- Send your lists to ONA09@journalists.org with the subject line “[Company name] – EMPLOYEE LISTS.”
- Your unique promotional code will be e-mailed to you.

Redeeming free memberships (for new members)

- Follow this link to Journalists.org. Or, in the left navigation, click on Join ONA > Join Us.
- Select the appropriate membership type.
- Create a username/password for the new member.
- On the Membership Selection page, check the one-year membership.
- Complete the profile page.
- On the checkout page, input your unique promotional code.
- Credit card information will be required to complete the process, but the card will not be charged.

Note that the ONA member conference rate will not be available until the membership application has been approved. All membership applications will be compared to the list provided. If the applicant’s name does not appear on the list, the sponsor/exhibitor will be contacted and the application will be on hold until verified.

Most applications submitted Monday-Friday, 8 a.m.-6 p.m. (CT), will be approved within an hour. Applications submitted weekday evenings will be approved the next morning. Applications submitted on weekends will be approved no later than Monday morning.

Redeeming free memberships (for current members)

If you would like to apply your free ONA membership(s) to current member(s), please indicate when submitting your list. We will then extend the member’s expiration date by one year.

Redeeming free conference passes

Free conference passes may be used by ONA members or non-members.

To redeem your free conference pass(es):

- Go to ONAConference.com/register.
- Select the appropriate registration link.
- ONA members must be logged in to access the discounted member rate.
- Fill out the registration form and proceed to checkout.
- On the checkout page, input your unique promotional code.
- Proceed to confirmation to complete the process.
- If you are purchasing a conference pass by credit card, please ensure the billing name and address submitted matches the name and address on the card.