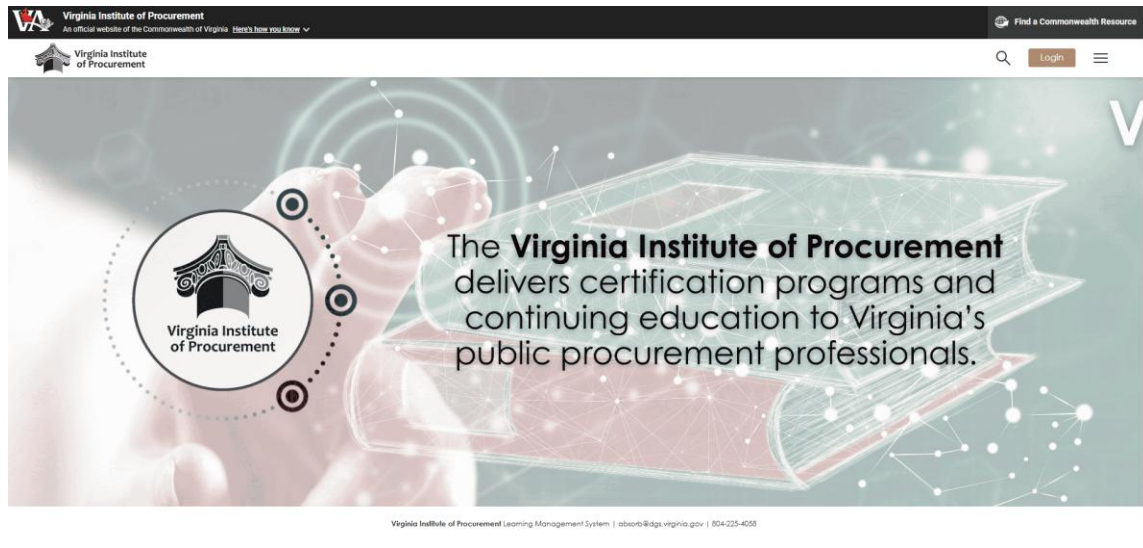


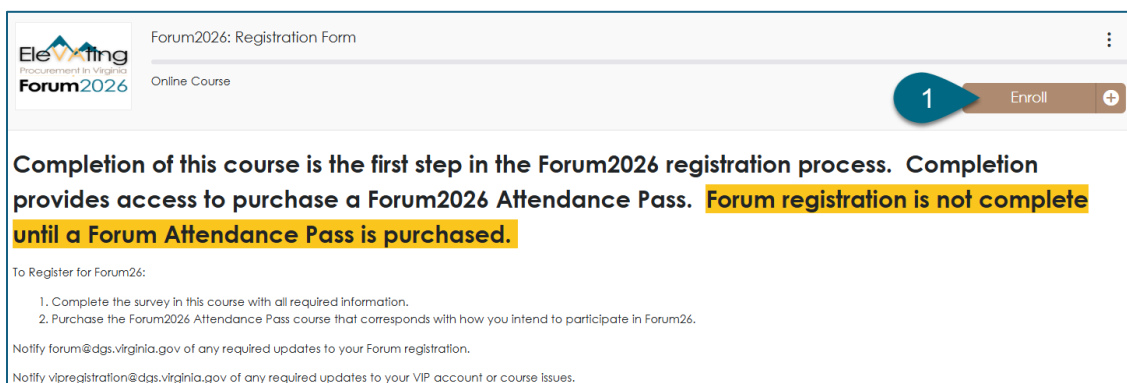
Forum2026: Registration Process – Individual Registration

To register for Forum2026, please follow the directions below.

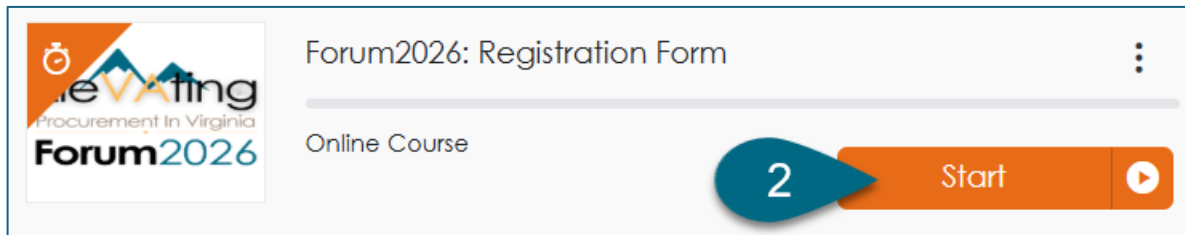


Step 1: Access and complete the Forum Registration Form on the VIP LMS

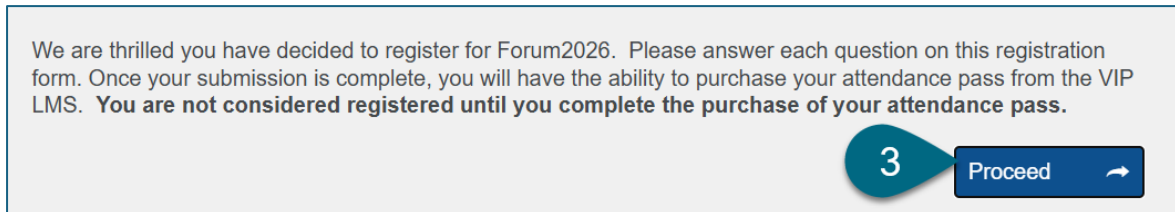
- a. Login to your account on the [Virginia Institute of Procurement Learning Management System](#) (VIP LMS). If you do not already have an account, create your free account using your state-issued email address.
- b. Enroll in the [Forum2026: Registration Form](#) course either from the 'Featured Courses'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



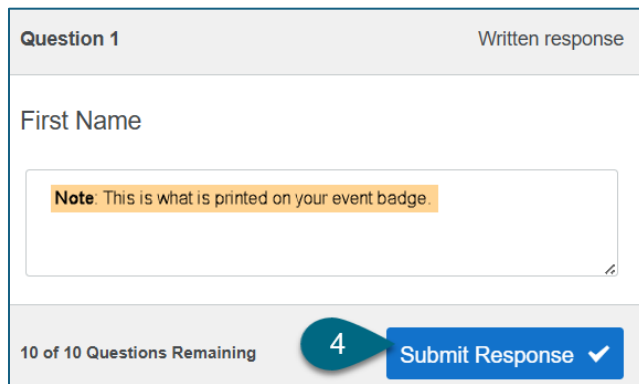
- c. Click the 'Start' button to access the Forum registration form.



- 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
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
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
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.



Forum2026: In-Person Attendance Pass

Online Course

\$875.00



Competencies: [F26 PDAttendee \(Level 1\)](#)

Completion of this course will add you as a registered attendee to the Forum2026 in-person event conducted November 15-18, 2026 in Virginia Beach Virginia.

Contact the Forum Team at Forum@dgs.virginia.gov for any Forum questions.



Forum2026: Virtual Attendance Pass

Online Course

\$875.00



Competencies: [F26 PDAttendee \(Level 1\)](#)

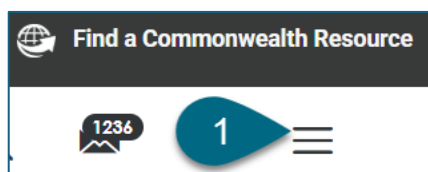
Completion of this course will add you as a registered attendee to the Forum2026 event as a virtual attendee. You will be provided access to the recorded Forum sessions as they become available after the live event.

Contact the Forum Team at Forum@dgs.virginia.gov for any Forum questions.

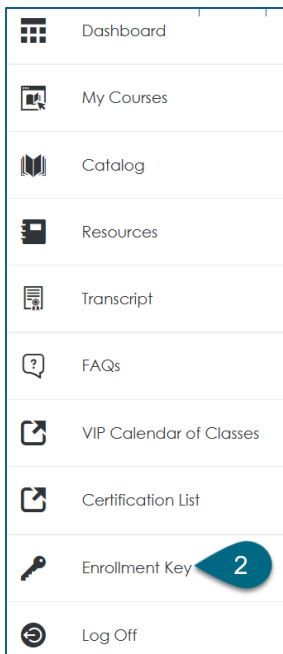
Step 2b: Purchase your Forum Attendance Pass using a provided enrollment key

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.

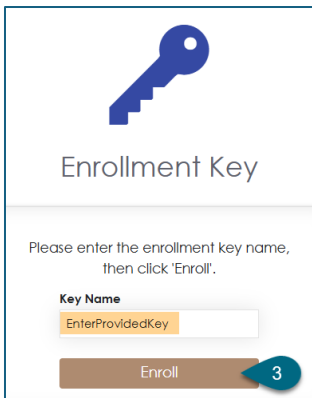
- a. Click the main menu.



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.


 A form titled 'Enrollment Key' with a key icon. Below the title, it says 'Please enter the enrollment key name, then click 'Enroll'.' There is a text input field labeled 'Key Name' with the placeholder text 'EnterProvidedKey'. Below the input field is a brown 'Enroll' button. A blue callout bubble with the number 3 points to the 'Enroll' button.

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) with registration concerns.