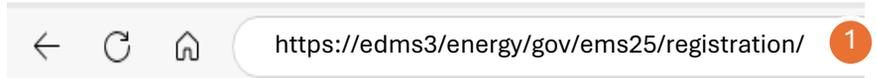


# How to Register for the Symposium

## Step #1:

Launch the [Registration](#) app



## Step#2:

Enter your email and click Start.

A screenshot of a web registration form. At the top, it says "Lets get started with your email address!" with a red circle containing the number 2. Below this is an "Email" field with the text "paul.stoudenmire@nnsa.doe.gov" and a green "Start" button. A note below the field says: "If you have an existing EDMS account the remaining form fields will be pre-filled automatically with information from your EDMS profile. Changing this email address will reset the form." Below the form is a yellow "Start Over" button. Further down, it says "Welcome Back!" and "An account has already been registered with this email address. To edit your information, enter your PIN. If you lost your PIN, click 'Generate and Send New PIN' and a new PIN will be sent to you." There is a red circle with the number 3 next to this text. Below is a field for "Enter PIN" with a green "Unlock" button. At the bottom, it says "Lost your pin? Generate a new one here." with a red circle containing the number 4 next to a "Generate and Send New PIN" button.

## Step #3:

When you submitted your proposal, it may have created a registration record for you, and you will get this message.

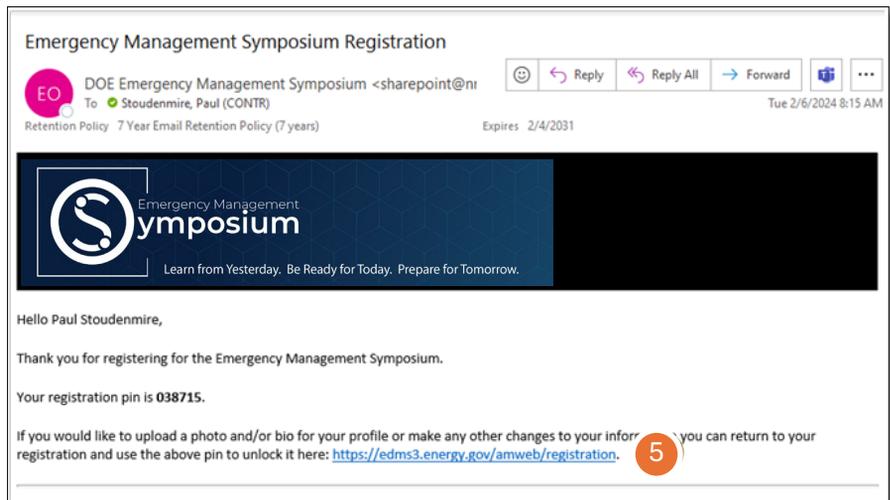
If you have a PIN (not likely) you can enter and skip Step #4 and Step #5

## Step #4:

You probably didn't get a PIN yet so click on **Generate and Send New Pin**

## Step #5:

Check your email and open the email from "Emergency Management Symposium Registration"



Save this email and copy the PIN. You will need it whenever you need to change/update your registration profile

Use the link to return to the registration page

If you don't see the email, check your Spam. If you still can't find an email, contact the Help Desk at: [EDMSSupport@nnsa.doe.gov](mailto:EDMSSupport@nnsa.doe.gov)

## Step #6:

Populate the Badge Data section of the form. Information in this section will appear on your badge.

### Badge Data

The information in this box will appear on your badge as it is entered here, feel free to modify it to customize your badge. Last name, first name, and badge title are limited to 60 characters to ensure they will fit on your printed badge.

**6**

**Last Name**  49

**First Name**  56

**Badge Title**  38  
(Optional) Enter a customized title for yourself. This information will be printed directly on your badge for the symposium.

**Agency/Site**

Your agency and site are used when your contact information is shared with other participants, and in analytics for our reporting on the event.

**Work Location**

(Optional) If you do not see your organization in the dropdown list, enter a new one in the text box to the right. It is not necessary to repeat your site name. Organization is used when your contact information is shared with other participants as a way of more specifically identifying your work location at your site. Other individuals from your site will be able to choose the facility that you entered or create their own.

**Affiliation**

Your affiliation type is used for your badge color and is important for our statistics and reporting. If you have an EDMS account, your affiliation will be preset to match. However you can change your affiliation for your registration if the preloaded value is not correct.

## Step #7:

Populate the Additional Information section. This information will not be on your badge but will be accessible from the mobile app.

### Additional Information

**7**

**Attendance**   
Please let us know if you plan to attend virtually or in-person. This helps us prepare adequate resources to accommodate both circumstances for all of our attendees. It's OK if you change your mind later.

**Job Function**   
Identifying the categorical job functions of our participants helps us to better curate our content for this and future events.

These optional elements help others learn about you during the event, you can come back and update this information at any time after your registration has been submitted.

**Mobile Phone**  1  
(Optional) Mobile phone number is used when your contact information is shared with other participants and may be used to send communications during the event.

**Professional Bio**   
**8**  
(Optional) Provide a professional bio that will be used for any presentations you make and for contact sharing with other members. Please use plain text only.

## Step #8:

Enter a short professional bio. This will be used as the basis for your introduction in your session. If you have a bio in your EDMS profile it will appear here. You can edit as needed.

## Step #9:

Upload a photo. If you have a photo in your EDMS profile it will appear here. You can replace if needed.

### Photo

**9**  No file chosen  
(Optional) Provide a professional photo for your contact information, this will be used for any presentations you make and for contact sharing within the Symposium app. We recommend a portrait/vertical or square orientation for your photo.  
Note: maximum upload size is 5MB, please check your file size before uploading. Use JPEG or PNG file formats only.  
Your current photo [\(remove\)](#):



**Opt-in to Contact Sharing**   
**10**  
Our events are just as much about making contacts and expanding your professional network as they are about sharing knowledge and learning new concepts and ideas. Each attendee badge will have a QR code on it that can be scanned to share that individual's contact information. If you do not wish to have your information available when your badge is scanned, please opt-out now.

**11**

## Step #10:

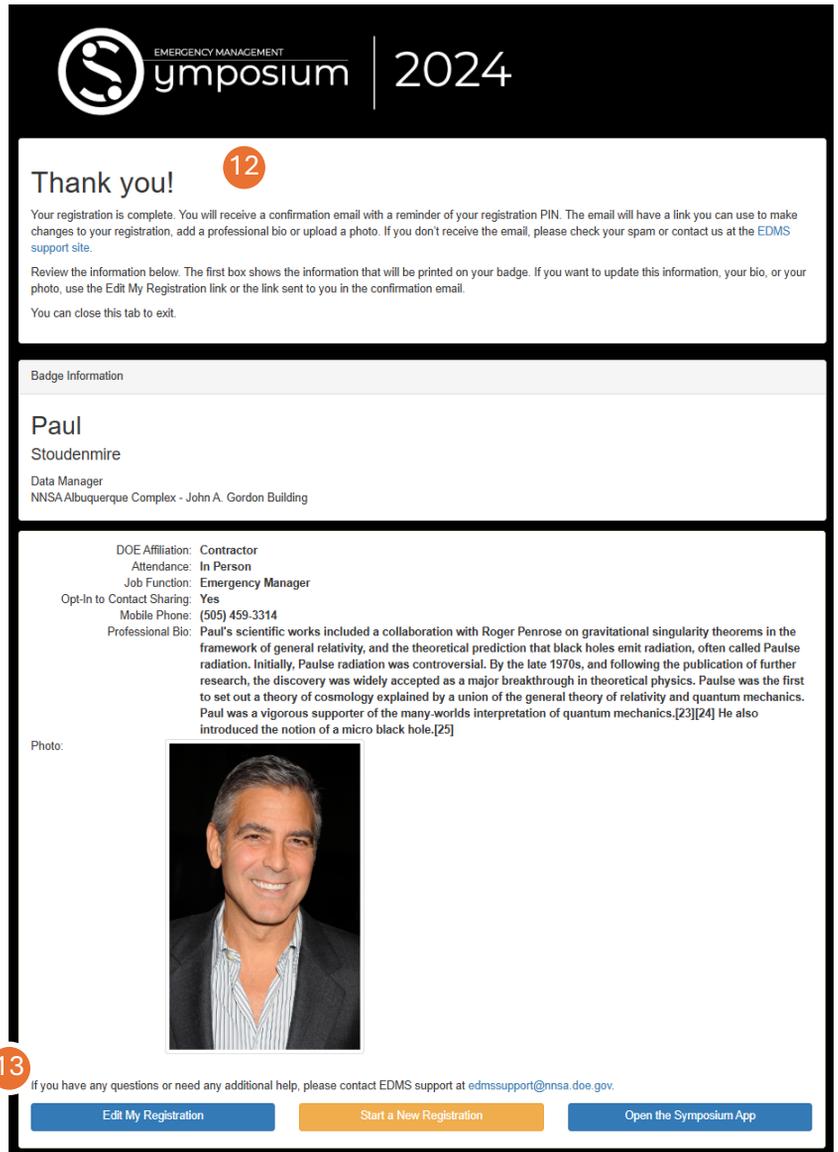
You have the option to keep your profile information private, so it does not appear in the symposium mobile app.

## Step #11:

Submit

**Step #12:**

Verify the information on the confirmation page.



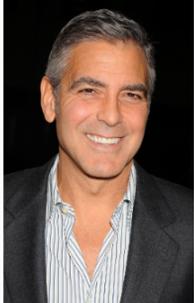
The image shows a confirmation page for the Emergency Management Symposium 2024. At the top, there is a logo for the symposium and the year 2024. Below the logo, a circular badge with the number 12 is visible. The main heading is "Thank you!". The text below states: "Your registration is complete. You will receive a confirmation email with a reminder of your registration PIN. The email will have a link you can use to make changes to your registration, add a professional bio or upload a photo. If you don't receive the email, please check your spam or contact us at the EDMS support site." It then says: "Review the information below. The first box shows the information that will be printed on your badge. If you want to update this information, your bio, or your photo, use the Edit My Registration link or the link sent to you in the confirmation email. You can close this tab to exit."

**Badge Information**

**Paul Stoudenmire**  
Data Manager  
NNSA Albuquerque Complex - John A. Gordon Building

DOE Affiliation: Contractor  
Attendance: In Person  
Job Function: Emergency Manager  
Opt-in to Contact Sharing: Yes  
Mobile Phone: (505) 459-3314  
Professional Bio: Paul's scientific works included a collaboration with Roger Penrose on gravitational singularity theorems in the framework of general relativity, and the theoretical prediction that black holes emit radiation, often called Paulse radiation. Initially, Paulse radiation was controversial. By the late 1970s, and following the publication of further research, the discovery was widely accepted as a major breakthrough in theoretical physics. Paulse was the first to set out a theory of cosmology explained by a union of the general theory of relativity and quantum mechanics. Paul was a vigorous supporter of the many-worlds interpretation of quantum mechanics.[23][24] He also introduced the notion of a micro black hole.[25]

Photo:



13 If you have any questions or need any additional help, please contact EDMS support at [edmsupport@nnsa.doe.gov](mailto:edmsupport@nnsa.doe.gov).

[Edit My Registration](#) [Start a New Registration](#) [Open the Symposium App](#)

**Step: #13**

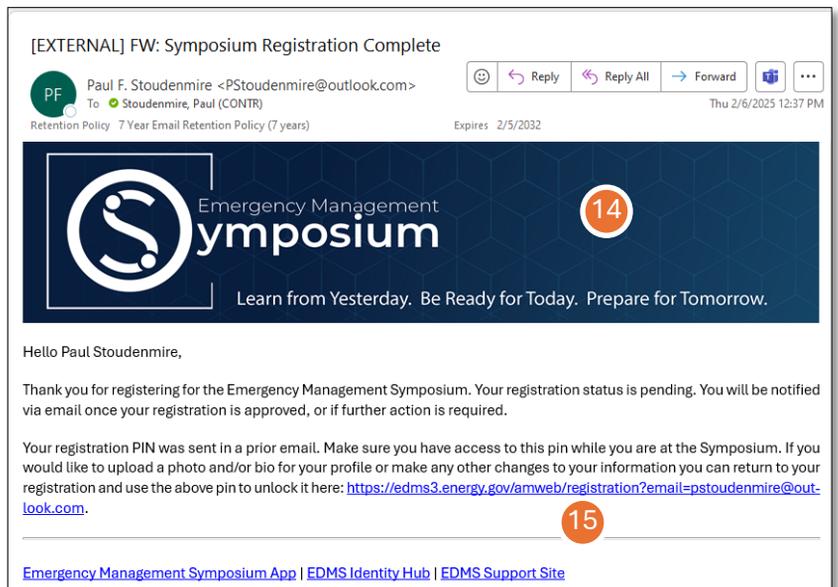
Edit if needed or open the Symposium app to view

**Step: #14**

Check your email for the confirmation message.

**Step: #15**

Use the link to return to your profile to edit your bio or photo.



The image shows a screenshot of an email. The subject is "[EXTERNAL] FW: Symposium Registration Complete". The sender is Paul F. Stoudenmire <PStoudenmire@outlook.com>. The recipient is Stoudenmire, Paul (CONTR). The email includes a retention policy of 7 years and expires on 2/5/2032. The date and time are Thu 2/6/2025 12:37 PM. The email body features the Emergency Management Symposium 2024 logo and the tagline "Learn from Yesterday. Be Ready for Today. Prepare for Tomorrow." A circular badge with the number 14 is visible. The text says: "Hello Paul Stoudenmire, Thank you for registering for the Emergency Management Symposium. Your registration status is pending. You will be notified via email once your registration is approved, or if further action is required. Your registration PIN was sent in a prior email. Make sure you have access to this pin while you are at the Symposium. If you would like to upload a photo and/or bio for your profile or make any other changes to your information you can return to your registration and use the above pin to unlock it here: <https://edms3.energy.gov/amweb/registration?email=pstoudenmire@outlook.com>."

15

[Emergency Management Symposium App](#) | [EDMS Identity Hub](#) | [EDMS Support Site](#)