**How can I sign up to attend Microsoft Ready?**  
Microsoft Ready is an invitation-only event. Invitations are managed by areas and business groups, based on recommended roles and other criteria. If you wish to attend, please contact the appropriate list owner to enquire about your eligibility and invitation availability.

**When do I need to register?**  
Attendees should register as soon as the invitation is received. Space is limited and not guaranteed until the attendee’s registration is complete. Registration is now open. The final deadline to register is Monday, June 17, 2019. Any invitation without a completed registration by this date will be cancelled. If you cannot attend, please decline your invitation as soon as possible so it can be reallocated to another attendee. Invitations that remain unanswered are very costly to Microsoft and are a missed opportunity for another employee to attend. Please proceed with your air travel booking as soon as you register. This will ensure you have access to the most optimum flight schedule.

**When will registration for speakers be available and what is the process?**  
Speaker invitations will be sent to Microsoft Ready speakers assigned to approved sessions, beginning on May 30, 2019. After registering, the registration acknowledgment email will include instructions on how to access the Speaker Portal containing complete information regarding session details, logistics, and due dates. Contact the Microsoft Ready Speaker Managers via email at [irspkcom@microsoft.com](mailto:irspkcom@microsoft.com).

If you receive an attendee invitation first but believe you will be identified as a speaker later, please proceed and complete your attendee registration. Once you are identified as a speaker, our team will ensure you receive the proper speaker communications and badge onsite.

**I tried to register and received an error that says I am not able to register, but I should be approved to attend.**  
Registration for Microsoft Ready can only be done after an invitation has been issued. Invitations are managed by list owners specific within business groups and areas. You will need to check with the appropriate [list owner](https://www.microsoftready.com/keycontacts) to confirm whether an invitation is forthcoming.

**I am only able to attend part of Microsoft Ready and would like to give my invitation to my co-worker to attend the remainder of the event.**  
Your invitation is non-transferable. Only approved attendees can attend Microsoft Ready. Sharing your event badge with another attendee is strictly against Microsoft Policy.

**How can I learn more?**  
Check back here to get the latest information as we update the FAQs. You can also send your questions to [askready@microsoft.com](mailto:askready@microsoft.com). For questions specific to registration and hotel accommodations, contact [microsoftinspireready@microsoft.crgevents.com](mailto:microsoftinspireready@microsoft.crgevents.com).

**Why is Microsoft Inspire + Microsoft Ready being held in Las Vegas, Nevada?**  
Las Vegas, Nevada is a city full of excitement, world-class hospitality, and ingenuity. We are excited to host Microsoft Inspire and Microsoft Ready in this fabulous city during the same week. Co-locating the two events creates an integrated experience offering Partners and Microsoft employees more opportunities to make connectiosn than ever before. Another reason for choosing Las Vegas is that, given the size and scope of our event requirements, it's the ONLY city that can accommodate our needs.

**What activities and/or special offers are available to me while at Microsoft Ready in Las Vegas, Nevada**  
There are many fun and exciting activities available to you in Las Vegas, Nevada, and as an attendee of Microsoft Inspire + Microsoft Ready, you will enjoy many exclusive, discounted offers. Check out [new attractions and Microsoft guest promotions](https://eventpoint0ir2019.blob.core.windows.net/docs/Inspire%20%20%20Ready%20Las%20Vegas%20Promotions_R6.pdf) waiting for you!

**How will I find my training sessions and plan for my week at Microsoft Ready?**  
Content for all sessions at Microsoft Ready will be locked by mid-May. About three weeks prior to the event, you’ll receive email announcing Session Scheduler is live for attendees. The Session Scheduler is your guide to the content catalog and allows you to add sessions to your calendar to create your personal agenda for the week.

**Will there be pre- and post-meetings or training events?**  
Planning for pre- and post-event meetings is underway. You’ll find the request tool for venue space to start your planning on the [Side Meetings](https://www.microsoftready.com/sidemeetings) page.

**How is accessibility being addressed at Microsoft Ready?**  
Microsoft is committed to accessibility. There are no limits to what people can achieve when technology reflects the diversity of everyone. As part of our mission to empower every person and every organization on the planet to achieve more, we are passionate about ensuring that our offerings and events are designed for people of all abilities. At Microsoft Ready, you will see accessible features and spaces such as new mothers' rooms, open captioning, and ADA housing in order to accommodate everyone. Learn more on the [Accessibility](https://www.microsoftready.com/accessibility) page.

**Will we have networking opportunities?**  
Yes, you should absolutely expect opportunities to network with other Microsoft Ready attendees, as well as with Microsoft Inspire attendees. We're building both formal and informal structures into the agenda to support your connection with peers and subject matter experts.

**What is being done to support sustainability at the events in Las Vegas, Nevada?**  
Microsoft aspires to enable a sustainable future by empowering every person and organization on the planet to thrive in a resource-constrained world. At Microsoft Inspire + Microsoft Ready, our goal is to reduce the impact of our operations by working closely with our vendors and in partnership with our Las Vegas venues. Our efforts include but are not limited to conserving energy, minimizing waste, and making sustainable food choices. Learn more on the [Sustainability](https://www.microsoftready.com/sustainability) page.

**How can I learn more?**  
Check back here to get the latest information as we update the FAQs. You can also send your questions to us at [askready@microsoft.com](mailto:askready@microsoft.com).

**What are the goals and benefits of co-locating Microsoft Inspire + Microsoft Ready?**  
Our goal is to create meaningful connections and community between the field and partners, achieve our readiness goals, and accelerate the digital transformation and success of our customers. Together, Microsoft Inspire + Microsoft Ready offer partners and field teams the opportunity to connect, learn, and collaborate on the success of our customers and their solutions.

**Will there be opportunities for Microsoft Ready attendees to network with partners from Microsoft Inspire?**  
We're planning a variety of networking opportunities during the week, to bring Microsoft Inspire + Microsoft Ready attendees together. The Hub, which is open to all attendees through Wednesday, is a centralized space for expo, theaters, demos and community networking for employees and partners at the Mandalay Bay Convention Center. Wednesday's agenda will be focused on shared experiences; from the [Corenote](https://www.microsoftready.com/Corenotes), through Lunch and Networking, and ending with the [One Celebration](https://www.microsoftready.com/onecelebration). For a more detailed overview, visit the [Microsoft Inspire](https://www.microsoftready.com/microsoftinspire) page.

**Do I need to register twice if I plan to attend both Microsoft Ready and Microsoft Inspire?**  
No. You will only have one registration record, and one badge for the events. Below are a few registration scenarios your team may see:

**If you are invited to Microsoft Ready:**  
During your registration for Microsoft Ready, you will have the opportunity to purchase a Ready to Inspire pass ($1,795 USD), which provides full access to Microsoft Inspire content and activities from Sunday through Tuesday.

If you have a code for a Microsoft Inspire all access pass, enter it on the passes page during the Microsoft Ready registration process. (Reference FAQ "I was given a code to pay for my Microsoft Inspire All Access pass..." below for more details.)

Note, as a Microsoft Ready participant, the employee is only eligible for the Ready to Inspire Pass that provides access Sunday, July 14 through Tuesday, July 16. It is important to remember that the employee’s priority is to participate in the Microsoft Ready activities associated to their invitation.

**If you registered for Microsoft Inspire and later receive an invitation to Microsoft Ready:**  
Take action to accept or decline your Microsoft Ready invitation as soon as possible. Accepting your Microsoft Ready invitation will convert your Microsoft Inspire registration into a Microsoft Ready registration.

On the passes page, your Microsoft Inspire pass selection will be auto-populated and locked. You will be asked to complete any additional required fields, and update/verify your hotel information to complete your registration.

If you paid for an all-access pass to Microsoft Inspire, you will be refunded the difference in price of your original pass and the $1,795 USD Ready to Inspire Pass.

Note, as a Microsoft Ready participant, the employee is only eligible for the Ready to Inspire Pass that provides access Sunday, July 14 through Tuesday, July 16, 2019. It is important to remember that the employee’s priority is to participate in the Microsoft Ready activities associated with their invitation.

**If you were invited to Microsoft Ready and will no longer attend Microsoft Inspire:**  
Accepting your invitation will convert your Microsoft Inspire registration into a Microsoft Ready registration. On the passes page, your Microsoft Inspire pass selection will be auto-populated and locked.

[Contact the registration support team](mailto:microsoftinspireready@microsoft.crgevents.com) to have the Microsoft Inspire pass removed.

**Will an invitation to Microsoft Ready also provide credentials and access to Microsoft Inspire?**  
An invitation to Microsoft Ready will not grant access to Microsoft Inspire sessions outside of The Hub. As a Microsoft Ready participant, you may purchase a Ready to Inspire Pass for $1,795 USD as part of the Microsoft Ready registration process. This pass will provide full access to Microsoft Inspire on Sunday, July 14 through Tuesday, July 16, 2019. This pass is non-refundable or transferable. Manager approval is required for the purchase of this pass and the additional T&E associated. Microsoft Ready participants are also required to prioritize the content associated with their invitation.

**I was given a code to pay for my Microsoft Inspire All Access pass. Can I use that code to purchase the Ready to Inspire content pass during the Microsoft Ready registration process?**  
Yes! Valid full conference Microsoft Inspire codes can be applied during the Microsoft Ready registration process, however not all Microsoft Inspire codes will be eligible to combine with a Microsoft Ready registration (eg booth staff, day passes, etc).

Note, as a Microsoft Ready participant, employees are only eligible for the Ready to Inspire Pass that provides access Sunday, July 14 through Tuesday, July 16, regardless of the code entered (e.g. an all-access Microsoft Inspire code will only provide access on Sunday-Tuesday). It is important to remember that the employee’s priority is to participate in the Microsoft Ready activities associated to their invitation.

If the code entered is a cross charge code, the final amount charged will reflect the Ready to Inspire Pass fee of $1,795 USD.

**Do Microsoft Ready participants need to purchase the “Ready to Inspire” content pass if they only need to access The Hub?**  
No. The Hub will be open Sunday, July 14 for The Hub Preview, and Monday through Wednesday to all Microsoft Inspire + Microsoft Ready registrants.

The purchase of the “Ready to Inspire” content pass is only required if you need access to Microsoft Inspire session content on Monday/Tuesday outside of The Hub.

**I have been invited to the Microsoft Ready Managers Meeting. Do I automatically get access to Microsoft Inspire?**  
As part of the Managers Meeting agenda, you will have access to Microsoft Inspire for Monday and Tuesday during times that do not conflict with the Managers Meeting. Specifically:

**Sunday:** The Hub Preview on Sunday evening is included in the Managers Meeting schedule.

**Monday:** Managers will attend Monday’s Microsoft Inspire Corenote in T-Mobile Arena, so they will be able to connect with partners before and during the Corenote as needed. Managers need to prioritize manager training through Monday afternoon.

**Tuesday:** Managers who are required to complete their Azure Fundamentals certification and have not done so prior to Microsoft Ready will be expected to complete this certification on Tuesday. Managers who have completed those certification requirements in advance will be able to engage with partners as needed, experience all that The Hub has to offer, or attend Technical Training at Microsoft Ready.

**If I am invited to Microsoft Ready Technical Training Days or Microsoft Aspire Pre-Days, can I attend Microsoft Inspire on Monday and Tuesday?**  
If you have accepted an invitation to Technical Training Days or Microsoft Aspire Pre-Days, it is expected that you prioritize and participate fully in these sessions above other offerings, including Microsoft Inspire.

**Will there be event transportation from Microsoft Ready hotels to the Microsoft Inspire venue(s) and vice-versa?**  
Transportation routes and schedules are being finalized and remain a top priority for our teams. Details will be published prior to the event with recommendations on the most efficient way to maximize your time.

**What are the cancellation deadlines and associated fees?**

* **Beginning June 18, 2019: A cancellation fee of $1,000 USD** will be incurred for any registration cancellations.
* **Beginning July 12, 2019: A cancellation fee of $2,595 USD** will be incurred for any LATE registration cancellations.
* **Beginning noon, July 18, 2019: A no-show penalty of $2,795 USD** will be incurred for any confirmed registrant who does not check in at Microsoft Ready.
  + If you are unable to check in by noon on July 18, 2019 due to travel delays and/or an emergency, please contact [askready@microsoft.com](mailto:askready@microsoft.com).
  + **Speakers:** This same penalty (no-show penalty of $2,795 USD) will be incurred for any confirmed speaker who does not check in to her or his scheduled session, resulting in the cancellation of the session. This fee will be assessed after the final day of Microsoft Ready and will be in addition to any other investment for this speaker allocation.

**What is the cutoff for registration and hotel reservations?**  
The registration and hotel accommodation cutoff date is June 17, 2019.

**What is the cutoff for requests for requests for personal accommodations and special meals?**  
We will make every effort to accommodate dietary and physical accommodations requests submitted by June 17, 2019. Support is not guaranteed for submissions after this date. Potential fees may apply if cancelling a special meal request after June 17, 2019 due to required contractual obligations.

Due to the increased cost of special meals, a fee will be charged for each special meal not picked-up during the week of the event. The fee(s) will reflect the difference between the cost of the requested special meal and the cost of a regular meal. Final assessment of fee will be determined following the conclusion of the event, and charges will go directly to your cost center.

**How can I learn more?**  
Check back here to get the latest information as we update the FAQs. You can also send your questions to us at [askready@microsoft.com](mailto:askready@microsoft.com).

**How do I book my hotel for Microsoft Ready?**  
Hotel bookings are part of the event registration process and are not managed by your approved travel agency (American Express). If you experience any issues completing your hotel reservation, please contact the Microsoft Ready Registration and Housing team at [microsoftinspireready@microsoft.crgevents.com](mailto:microsoftinspireready@microsoft.crgevents.com).

**When do I need to make a Microsoft Ready hotel accommodation request?**  
The hotel accommodation cutoff date is June 17, 2019.

**Are roommates required for Microsoft Ready?**  
No, roommates are not required nor are requests being accommodated.

**Does the registration tool automatically assign a hotel, or do the attendees need to make their own arrangements?**  
Hotel booking is part of the registration process and hotels are selected through the registration tool. Attendees must choose dates of stay and provide credit card details to hold their reservations.

New this year! Based upon overwhelming feedback from employees and partners, hotel options are filtered based on area to allow for greater networking opportunities across Microsoft Inspire + Microsoft Ready.

**When will I receive my hotel confirmation?**  
Your hotel acknowledgement email will be sent within 10-14 days of registration and will include your selected hotel name and reservation confirmation number. If you do not receive your hotel acknowledgment email after 14 business days, please contact the Microsoft Ready registration and housing team at [microsoftinspireready@microsoft.crgevents.com](mailto:microsoftinspireready@microsoft.crgevents.com).

**Can I make my own hotel accommodations?**  
Due to contractual obligations, Microsoft mandates that all Microsoft Ready attendees stay at Microsoft Ready designated hotels.

**As a Microsoft employee, is my hotel room billed directly to Microsoft?**  
No, you are responsible, as a Microsoft Ready attendee, to pay for your room and be reimbursed by Microsoft via MS Expense. Hotel and flight fees should be charged to your group’s respective cost center or T&E budget. All non-Microsoft attendees are responsible for their own travel and expenses.

**My family will be accompanying me to Las Vegas during the event – how should we handle the hotel accommodations?**  
Microsoft Ready attendees will have a full schedule and the event requires attendees’ full attention and participation. In addition to this, the Microsoft Ready room blocks are primarily single bed rooms – meaning rooms with more than one bed are limited and not guaranteed. For these reasons, as well as policies and procedures in support of logistically managing this event, we cannot facilitate accommodations for attendee family members at Microsoft Ready.

**Why can't I/my group request rooms at the same hotel as our pre-meeting?**  
While we understand the many reasons it is optimal to have rooms at the same hotel as your pre-meeting(s), we are unable to grant this request. Groups should proactively plan for transportation costs for pre-event and post-event meetings for the Microsoft Ready pre-meeting hotels, if needed. Hotel acknowledgments will be emailed within 10–14 days of registration.

**I would like to change my hotel booking date. Will my airline ticket automatically change?**  
The hotel and air bookings are separate systems. For hotel booking changes contact [microsoftinspireready@microsoft.crgevents.com](mailto:microsoftinspireready@microsoft.crgevents.com) and for air booking changes contact the [travel agency](https://microsoft.sharepoint.com/teams/MyTravel/SitePages/InspireReady.aspx).

**How can I learn more?**  
Check back here to get the latest information as we update the FAQs. You can also send your questions to [askready@microsoft.com](mailto:askready@microsoft.com). For questions specific to registration and hotel accommodations, contact [microsoftinspireready@microsoft.crgevents.com](mailto:microsoftinspireready@microsoft.crgevents.com).

**When should I plan on traveling? What are the exact dates?**  
Microsoft Ready will be held July 17–19, 2019. Your registration might also include additional invitation-only pre-days based on role. It is advised that you refrain from booking your flights into and out of Las Vegas until you obtain an invitation and register for the event. Microsoft Ready attendees have a full agenda Friday, July 19 concluding with Area Celebrations that evening. Departure travel should be scheduled for Saturday morning, July 20. See the Microsoft [Ready Framework](https://www.microsoftready.com/framework) for a complete view of the week.

**Recommended Travel Dates**

| Attendee role | Arrival no later than | Departure no earlier than |
| --- | --- | --- |
| Strategic Account Summit Attendee (attending Microsoft Ready) | Friday, July 12 | Saturday, July 20 |
| Microsoft Aspire Attendee | Friday, July 12 | Saturday, July 20 |
| Intelligent Cloud SSP/PSS Attendee | Sunday, July 14 | Saturday, July 20 |
| Technical Training Day Attendee | Sunday, July 14 | Saturday, July 20 |
| Managers Meeting Attendee | Sunday, July 14 | Saturday, July 20 |
| Microsoft Ready 3-day Attendee | Tuesday, July 16 | Saturday, July 20 |
|  |  |  |

**Can I travel and stay in Las Vegas/United States before or after Microsoft Ready?**  
Travel for Microsoft Ready should be booked in accordance to your country specific booking process, please check [here](https://microsoft.sharepoint.com/teams/MyTravel/SitePages/InspireReady.aspx). Early arrival to and late departure from Las Vegas is permitted. Any personal deviations which incur additional cost shall be borne by the attendee for business deviations additional cost should be approved in line with your local guidelines. For further information check the [booking guidelines](https://microsoft.sharepoint.com/teams/MyTravel/SitePages/InspireReady.aspx).

**Can I change the dates of my ticket?**  
Please contact your travel agency for support with any changes. Contact details can be found [here](https://microsoft.sharepoint.com/teams/MyTravel/SitePages/InspireReady.aspx).

**Can I book my senior leaders all on the same flight?**  
Do not book more than 50% of the team on any single flight. Senior managers from each team should not travel on the same flight. Senior corporate managers (non-executive level) should also not fly together. Subsidiaries should be diligent to ensure key personnel are not booked on the same flights.

**How can I learn more?**  
Check back here to get the latest information as we update the FAQ. You can also send your questions to us at [askready@microsoft.com](mailto:askready@microsoft.com).

**Important guidance**  
It is your responsibility to ensure that you have all the necessary documentation in place for your travels. This includes any TRANSIT visa requirements for your journey. Apply for your visa as soon as you book your travel. Ensure you have a passport that is valid for at least six months after intended date of return. The name on your booking must correspond exactly with the name on your passport.

**How do I obtain a travel visa to attend Microsoft Ready?**  
If a visa is required for travel to the U.S., please visit [MSTravel SharePoint](https://microsoft.sharepoint.com/teams/MyTravel/SitePages/international-travel.aspx) to find contacts for visa applications based on your country.

**How do I get a business travel support or conference sponsorship letter?**  
In some cases, a “business sponsorship” letter is required along with your visa or passport. As part of the registration process you will have the option to download a business travel support letter to use as part of your travel documents, if needed. The date range for the event letters will be July 17 through July 19, 2019, with select pre-meetings starting July 13, 2019.

You can return to your registration record at any time complete this form. After completing the form, you will need to print the letter you receive and carry it with you as part of your travel documents.

**If I decide to stay in town longer than my visa letter from Microsoft Ready registration outlines, how do I proceed?**  
The event system will offer a standard letter with the specific dates of the event. If you stay longer for business or personal reasons, and if you require a business travel support letter to support your extended stay in the United States, you are advised to obtain an additional letter from the hosting team or individual you will be meeting with for those extra dates.

**Where can I locate my nearest U.S. Consulate/Embassy?**  
For global U.S. Consulate/Embassy locations, see <http://www.usembassy.gov/>.

**What meals are provided at Microsoft Inspire + Microsoft Ready?**  
Lunch and beverage breaks will be provided daily onsite. Select morning and afternoon breaks will offer snacks. The full agenda and times will post soon. In addition to the traditional lunch experience, casual grab-and-go lunch will also be available at Market locations in the MBCC, MGM, and Aria. See below for locations.

* MBCC, The Hub, Bayside Expo A-F
* Aria, Pinyon Ballroom
* MGM, Marquee Ballroom
* Venetian, Venetian Ballroom F&K

**Where should I plan to eat lunch after the Corenote on Thursday?**  
Plan to eat lunch on Thursday at the venue where your Segment General Session is held. Those at Park Theater and T-Mobile Arena will transfer to their next venue for lunch.

**Where do I pick up my Indian Vegetarian, Kosher or Halal meal?**  
Look for signs in the meal halls of the following venues:

* Aria
* MGM Grand
* Venetian
* MBCC

If you pre-ordered special meals on the Microsoft Inspire + Microsoft Ready registration website, these meals will be available for pick up at the main meal hall of each lunch venue; Aria, MGM Grand, Venetian, and MBCC. Special meals include: halal, kosher, Indian/vegetarian and special allergy requests.    Vegetarian, Gluten Free, Lactose Free, Vegan, and Diabetic diets are common, and support for these options are built into the main buffets. All main buffet options will be clearly labeled with dietary notes.

**Reminder on Special Meals**  
If you've registered for a special meal, be sure to pick it up. A fee will be charged for each special meal not picked-up during the week of the event. The fee(s) will reflect the difference between the cost of the requested special meal and the cost of a regular meal. Final assessment of fee will be determined following the conclusion of the event, and charges will go directly to your cost center. Please note, if you request a special meal of Indian Vegetarian, Kosher or Halal, you are ordering that meal for for lunch each day of your invitation, and the One Celebration dinner on Wednesday night. If any of these meals are not picked up, a fee will be cross-charged to your cost center.