

### **Group Registration Instructions:**

- On the registration page click on the register here button, you then click on new registration
- You then add the first email address and select the category applicable and continue.
- On the next page, please choose the applicable sub-category and continue.
- The next page is all the personal information for that specific delegate that will need to be filled in. Once that is completed click on continue
- On the next page, is attendance for the social functions, please click if applicable and continue.
- The next page will ask you if you will be registering additional attendees, select yes and continue.
- The next page will open, and it will read register additional attendee. You will need to add in the next email address and continue the process again. You will need to continue this process until all delegates are registered. Once all delegates are registered, click on complete registration.
- The next page that will open is the payment page, you will need to put in your VAT number and select payment via bank transfer and select the submit button.
- The next page that will open is the confirmation page; you will see all the delegates that you have registered. You then select the invoice button and print your invoice and submit for payment
- When making payment via bank transfer, please use your company name and the invoice number as a reference.
- You will receive a confirmation email once the registrations are completed and submitted. You can also download the invoice from link that is in the email as well.

### **Attendee Required Information for each delegate:**

- Email address
- First name
- Surname
- Company name
- Address
- Country
- Work number
- Mobile number
- I hereby agree that my contact details can be included on the delegate list for distribution to delegates and exhibitors Yes/No
- Membership number (if applicable)
- Profession
- Special Dietary requirements
- Emergency contact person and number