



Individual Registration Instructions: Payment via bank transfer

Each delegate has to have an individual email address.

- Click on the register here button above , the online registration page will open
- You then click on new registration
- You then add the your email address and select delegate registration, the next page will open, please select member delegate registration if you are a member/ non-member if you aren't a member then continue
- The next page is your personal information that will need to be filled in. Once that is completed click on the continue button.
- The next page is for the welcome reception, select and continue
- The next page will ask you if you will be registering additional attendees, select no and continue
- The next page that will open up is the payment page, you will need to put in your VAT number and select payment via bank transfer and select the make payment button.
- The late page that will open is the confirmation page; you will see what you have registered for. You then select the invoice button and print your invoice and submit for payment.
- When making payment via bank transfer, please use your family 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.

Individual Registration Instructions: Payment via credit card

Each delegate has to have an individual email address.

- Click on the register here button above , the online registration page will open
- You then click on new registration
- You then add the your email address and select delegate registration, the next page will open, please select member delegate registration if you are a member/ non-member if you aren't a member then continue
- The next page is your personal information that will need to be filled in. Once that is completed click on the continue button.
- The next page is for the welcome reception, select and continue
- The next page will ask you if you will be registering additional attendees, select no and continue
- The next page that will open up is the payment page, you will need to put in your VAT number and select payment via credit card and select the make payment button.

- The late page that will open is the confirmation page and you will see what you have registered for.
- 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.
- Once we receive your registration, we will then send you a paybill link and a reference number so that you can make the payment. Once payment is made, we will send you confirmations.

Group Registration Instructions:

Each delegate has to have an individual email address.

- Click on the register here button above , the online registration page will open
- You then click on new registration
- You then add the first email address and select delegate registration, the next page will open, please select member delegate registration if they are members/ non-member if they aren't then 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 the continue button.
- The next page is for the welcome reception, select 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 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 up is the payment page, you will need to put in your VAT number and select payment via bank transfer and select the make payment button.
- The late 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.