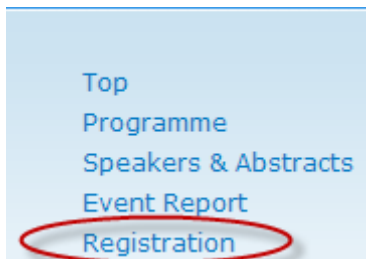


# Event Registration Procedure

Below, each step in the procedure you need to follow to register for an ISKO UK Event is described.

## Procedure

1. On the Home Page, future ISKO UK Events are listed in the right sidebar. Click the Event for which you want to register to display its page.
2. When the Event Page is displayed, links will appear in the left sidebar. Click the [Registration](#) link to jump to the Registration section, near the bottom.



Speakers and abstracts:

## REGISTRATION

**FEE:** The event is free to ISKO members and to full-time students. The fee for non-members is just **£40**. All fees must be paid in advance – there is no provision for payment on arrival. Students should enter their university and course in the "Organization" box.

**CANCELLATION POLICY:** If a booking is cancelled by 30th August any fee paid will be returned, less a £5 administrative charge; no refunds will be made for cancellations after that date or for non-attendance.

### Registration Category \*

- ISKO Member
- Student
- Non-member, non-student

Registration Category

3, If Registration is open for your chosen Event, the Registration section will display three Registration Categories. If these are not displayed, then the Event is not yet open for Registration and you should return to the site at a later date to Register.

4. Select your Registration Category and click the **[Register]** button.

The [Registrant information](#) section is displayed.

## Registration

To continue your registration, please ensure all information is correct and click **[Next]** or **[Review registration details]** if available.

**Note:** fields with a yellow asterisk \* are mandatory

### Registant information

Enter a valid email address for this order or [click here](#) to login with an existing account and return to checkout.

**E-mail address \***

### New account details

**Optional.** New users may supply custom account details.

We will create these for you if no values are entered.

**Username**

It offers two options:

- If you know that you are already registered on the ISKO UK web site, use the [click here](#) link to login to your account.
- If you ARE NOT already registered on the ISKO UK web site, then enter a valid email address and (optional) Username

5. Click the **[Next]** button to display the [Billing Information](#) section.

- If you were already registered on the site, your name and address details will be displayed.
- If you were not already registered on the site, enter your name and address details.

**NOTE: Only First name and Last name are mandatory.**

**Registration**

To continue your registration, please ensure all information is correct and click **[Next]** or **[Review registration details]** if available.  
**Note:** fields with a yellow asterisk \* are mandatory

—▷ Registrant information

▽ Billing information

Enter your billing address and information here.

\* First name:

\* Last name:

Company:

Street address:

Town or City:

Country:

Postal code:

Person who will make the payment, if not you: If payment is made on your behalf, or the name on the credit card/Paypal account/bank account is different, please enter the payer's name here so we can link it to your application

6. Click **[Next]** to display the [Payment method](#) section.

If you are an ISKO UK member, a Student or Retired, then the page will confirm that no payment is required.

▽ Payment method

No payment required





<b>Subtotal:</b>	£0.00
<b>Free order fee:</b>	£0.00
<b>Order total:</b>	£0.00


If you are neither of these, then the page will advise the payment required and the payment methods available.







▽ Payment method

Select a payment method from the following options.

Bank transfer

Credit card:      
There is a £2.50 fee when paying by Credit card.

 PayPal - pay without sharing your financial information.

**Includes:**        
There is a £2.50 fee when paying by PayPal Website Payments Standard.

<b>Subtotal:</b>	£40.00
<b>Bank Transfer fee:</b>	£0.00
<b>Order total:</b>	£40.00

Make payment to:  
Account owner: ISKO UK  
Account number: 01577484  
IBAN: GB14MIDL40070601577484  
Sort Code: 400706  
SWIFT: MIDLGB2107Y  
Banking institution: HSBC

7. Select your preferred Payment method and click the **[Review registration details]** button.

- with the Bank Transfer payment option, check your Registration Details and if OK, click the **[Submit registration]** button. Otherwise, click the **[Back]** button to make corrections.
- with the Credit card and PayPal options, follow the ensuing standard e-commerce payment procedures for these options.

## Outcome

1. Your Registration for your chosen Event will be recorded and relayed to the Event Manager. This will result in a formal badge being prepared for you in advance and the inclusion of your name in the list of Attendees available on the day.

2. If your Registration required you to create a new site registration on the ISKO UK web site, you will receive an email, Subject “**Account details for [your username] at ISKO UK**”, advising how you can log-in and change the automatically-generated password to one which only you know.

3. You will receive an email, Subject “**Signup confirmation for Event: [Event Title]**”, which provides a link for cancelling your Registration should you need to do so.

4. You will receive an email, Subject “**Your Registration at ISKO UK – [Reg #] - [Date – Time]**”, formally acknowledging your Registration for the Event, and including an attached PDF invoice. This attached document will confirm whether any payment is required, provide payment details where appropriate, and serve as your invoice should you need to submit one.

ISKO UK, 2013-12-03