Additional Guidance on group registration for UKSF

Please read fully before attempting to book:

- The option to **pay by invoice** will only appear once the threshold of **three** delegates is reached (Please note the invoice feature will be disabled from **31st October**, after this date all payments must be made by card).
- Please ensure you have a **Purchase Order number** ready to add to your invoice request as we are unable to invoice without this, and your booking will be invalidated.
- Each delegate must have a different email address as this will be used for logging onto the conference platform/ app.
- Once your request is submitted the delegates will be registered and the invoice request will automatically be sent to our finance team. A confirmation email should be received by each member of your booking.
- Please note <u>the registration form doesn't save your progress</u> so delegate groups will need to be registered in one sitting. Please ensure you have your colleague's details to hand before you input this information into our online form. You may wish them to fill in the <u>delegate registration form</u> so you have all the data ready.
- Groups of five or more will receive an additional **5% discount** on their delegate rates, which will be deducted automatically at checkout.

To book a group of 3 or more delegates online, please follow the below steps:

- Ensure you have all relevant information to hand, including purchase order number and all details of delegates being registered.
 To collate the delegate information for your group, you may wish to ask attendees to fill in this <u>delegate registration form</u>.
- Access the registration link via our registration page.
- Enter the details of the first delegate you wish to register. This person will be the "lead booker" and receive a summary of the group registration.

 Once you have inputted the first delegate's information, select "Add Colleague" button as per the example below:

Badge Ref	First Name	Last Name	e-Mail Address		Edit	Edit Details					
CH110065	l	Cherry	ukstrokeforum@stroke.org.uk			Edit					
Add Colleague Please note that payment is by credit/ debit card only, with the exception of groups of 3+ delegates who are able to request an invoice up to the 31st October 2023. To book a group please select "Add Colleague", once the minimum number of 3 is reached you will have an option to "Enter Invoice Details". Please ensure you have a Purchase Order number ready to add to your invoice request as we are unable to invoice without this, and your booking will be invalidated. Please note that the first entry will be the "lead delegate" and will receive a confirmation email with a summary of the booking details fo the group.											
Please note that payment is by Colleague" , once the minimum unable to invoice without this, the group.	creat/ debit card only, with the i i number of 3 is reached you will and your booking will be invalida	have an option to "Enter Invoice D ted. Please note that the first entry	will be the "lead delegate" and will receive a confirmation email with	ld to your invoice a summary of th	e request a le booking	"Add s we are details for					
Please note that payment is by Colleague" , once the minimum unable to invoice without this, the group. Rate	creatry debit card only, with the in number of 3 is reached you will and your booking will be invalida	have an option to "Enter Invoice D have an option to "Enter Invoice D ited. Please note that the first entry	etails". Please ensure you have a Purchase Order number ready to a will be the "lead delegate" and will receive a confirmation email with	Id to your invoice a summary of th Unit Cost	e request a e booking Quantity	"Add s we are details for Net Cost					
Please Thote that payment is by Colleague", once the minimum unable to invoice without this, the group. Rate Early Bird - Academic/Researc	creativ debit cara only, with the number of 3 is reached you will and your booking will be invalida her	Exception of groups of 5° delegate have an option to "Enter Invoice D ited. Please note that the first entry	etails". Please ensure you have a Purchase Order number ready to a will be the "lead delegate" and will receive a confirmation email with	Unit Cost	Quantity	"Add s we are details for Net Cost £292.00					
Please Prote that payment is by Colleague", once the minimun unable to invoice without this, the group. Rate Early Bird - Academic/Researc Total (excl. VAT)	create debit cara only, with the number of 3 is reached you will and your booking will be invalida her	Exception of groups of 5° delegate have an option to "Enter Invoice D ited. Please note that the first entry	etails", Please ensure you have a Purchase Order number ready to a will be the "lead delegate" and will receive a confirmation email with	Unit Cost	Quantity	"Add s we are details for Net Cost £292.00 £292.00					
Please Prote that payment is by Colleague", once the minimum unable to invoice without this, the group. Rate Early Bird - Academic/Researc Total (excl. VAT) VAT	creair deoir cara only, with the number of 3 is reached you will and your booking will be invalida her	exception of groups of 3- delegate have an option to "Enter Invoice D ited. Please note that the first entry	etails", Please ensure you have a Purchase Order number ready to a will be the "lead delegate" and will receive a confirmation email with	Unit Cost	Quantity	"Add s we are details for £292.00 £292.00 £0.00					

Keep adding the details for each additional colleague until you are done.
 After your last colleague is entered, (instead of choosing add colleague again) there will be a choice to pay by card or enter invoice details – choose the option you prefer.

Badge Ref	First Name	Last Name	e-Mail Address			
TE110728	Testy	Test	jenny.cherry@stroke.org.uk			Edit
TE110729	Testing	Testing Again	jenny.cherry@stroke.org.uk			Edit
TE110730	Tester 3	Tester Three	jenny.cherry@stroke.org.uk			Edit
Add Colleague						
Please note that payment is by Colleague", once the minimum unable to invoice without this, the group.	credit/ debit card only, with the exo number of 5 is reached you will hav and your booking will be invalidated	eption of groups of 5+ delegates who are we an option to "Enter Invoice Details". Pie Please note that the first entry will be the	able to request an invoice up to 28 days prior to the event. To b ase ensure you have a Purchase Order number ready to add to e "lead delegate" and will receive a confirmation email with a su	oook a group your invoic immary of th Unit Cost	o please se e request ne booking Quantity	Hect "Add as we are g details for Net Cost
Early Bird - Non-tenured resea	archer or trainee physician			£345.00	3	£1,035.00
Total (excl. VAT)						£1,035.00
VAT						£0.00
Grand Total						£1,035.00
Pay by Credit Card			Enter Invoice Details			

- If the **invoice option** is selected, an invoice will be raised using the details you provide. Please note **payment** of invoices is required within **30 days** (and **prior to the conference**).
- If you have any questions around registration, please contact <u>ukstrokeforum@stroke.org.uk.</u>