

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 **the registration form doesn't save your progress** 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 [delegate registration form](#) 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 [delegate registration form](#).
- 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 Details
CH110065	J	Cherry	ukstrokeforum@stroke.org.uk	<input type="button" value="Edit"/>

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 for the group.

Rate	Unit Cost	Quantity	Net Cost
Early Bird - Academic/Researcher	£292.00	1	£292.00
Total (excl. VAT)			£292.00
VAT			£0.00
Grand Total			£292.00

- 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	Edit Details
TE110728	Testy	Test	jenny.cherry@stroke.org.uk	<input type="button" value="Edit"/>
TE110729	Testing	Testing Again	jenny.cherry@stroke.org.uk	<input type="button" value="Edit"/>
TE110730	Tester 3	Tester Three	jenny.cherry@stroke.org.uk	<input type="button" value="Edit"/>

Please note that payment is by credit/ debit card only, with the exception of groups of 5+ delegates who are able to request an invoice up to 28 days prior to the event. To book a group please select "Add Colleague", once the minimum number of 5 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 for the group.

Rate	Unit Cost	Quantity	Net Cost
Early Bird - Non-tenured researcher or trainee physician	£345.00	3	£1,035.00
Total (excl. VAT)			£1,035.00
VAT			£0.00
Grand Total			£1,035.00

- 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 ukstrokeforum@stroke.org.uk.