

How to Register for EIBA 2019

Please note there are 5 options for registration:

1. Early Bird Delegate
2. Early Bird PhD Student/ Retired
3. Exhibitor Registration (includes 2 attendees)
4. Post-Conference Events
5. Guest Registration

1 & 2. Early Bird Delegate and Early Bird PhD Student / Retired

- Please ensure you use the exact same email address you used when submitting your contribution via ConfTool on the registration system (failure to do so may make it difficult for us to link your participation to the registration).
- Under attendee information please ensure you input the information as you wish it to appear on your badge (please be careful with spaces and the use of capital letters).
- Please specify if you have any dietary requirements and access/special requirements.
- If you require an invitation letter (for visa purposes) you will be able to request it when registering.
 - Please provide any relevant information for inclusion on the letter including your full name, organisation, affiliation, address etc.
- Under the agenda section please ensure you select all the activities that you will be attending in order for us to cater as accurately as possible.
- If you are a PhD student or retired academic, you must provide proof of your status to us. You can do this by emailing confirmatory information to eiba2019@leeds.ac.uk

Gala Dinner

- Please ensure you specify if you will be attending the gala dinner.
- Please select the meal choice and inform us of any dietary requirements.
- Please note that gala dinner guests (i.e., those not registered for the conference) will need to register and pay separately and cannot be added to your booking. You will find the 'guest' category selection on the front page of the registration system, where you can register your guest and pay for them separately. Please complete your registration completely before registering any guests (note that they will also need a separate email address). This information is given in point 5 below.

Payments and Receipts

- Payments can only be made by card only. If you have any problems with this please email eiba2019@leeds.ac.uk
- All delegates will receive an itemised receipt once payment has been received.

Modify Registration

- You can update your registration or add items later on by using the 'modify registration' button. For example, if you want your EIBA conference registration to be on a separate receipt from your post conference event registration, you can complete the conference registration first, pay for this, and then, once completed, go back into the system and modify your registration. You will then be charged for any additional registration or change.
- To modify your registration, you need to click on 'Modify registration' on the front page of the registration site. You will need your reference number which was given on the confirmation details.

3. Exhibitors

- Please note when you select Exhibitor registration this price includes 2 attendees.
- Please select whether you are a sponsor of the conference.
- Under 'attendee information' please ensure you input the information as you would want it to appear on your badge.
- If there is a 2nd Exhibitor you will need to complete their details once you have completed yours first. It will appear as 'additional attendee'.
- Under the agenda section please ensure you select all the activities that you will be attending in order for us to cater as accurately as possible.

Gala Dinner

- When selecting 'Gala Dinner' please note there is an additional cost of £75 per person if you are not sponsoring the conference through a financial prize or other support.
- Please select your menu choice.
- If there is a 2nd Exhibitor, please select that they will be attending then continue to selecting their menu choice.

Payments and Receipts

- When registering payments can only be made by card only, if you have any problems with this please email eiba2019@leeds.ac.uk
- All delegates will receive an itemised receipt once payment has been received.

Modify Registration

- To modify your registration you need to click on 'Modify registration' on the front page of the registration site. You will need your reference number which was given on the confirmation details.

4. Post-Conference Events

- Note that you can register for post-conference events either in conjunction with your EIBA2019 conference registration, or separately if you want to separate the payment or you are not attending the main conference but want to attend a post-conference event.
- Please select if you are a non-student delegate, a PhD student or are not attending the conference as a regular delegate (note that there are different prices for each type of post conference attendee).
- Please complete the post-conference attendee information regarding how you wish it to appear on your badge.
- Please specify if you have any dietary requirements and access/special requirements.
- If you require an invitation letter (for visa purposes) you will be able to request it when registering.
- Please select the post conference activities you will be attending.

Payments and Receipts

- When registering payments can only be made by card only, if you have any problems with this please email eiba2019@leeds.ac.uk
- All delegates will receive an itemised receipt once payment has been received.

Modify Registration

- To modify your registration you need to click on 'Modify registration' on the front page of the registration site. You will need your reference number which was given on the confirmation details.

5. Guest Registration

Please select 'guest registration' if your guest is attending the Gala Dinner and the Welcome Reception.

- Please complete the attendee information regarding how they wish for it to appear on your badge.
- Please specify if they have any dietary requirements and access/special requirements.
- Guests are also welcome to select other activities during their time at the conference – e.g., tours or post conference events
- Please select the activities they want to attend. Please note these will involve additional costs as some activities are not included in registration.

Gala Dinner

- Please ensure they specify if they will be attending the gala dinner.
- Please select the meal choice and inform us of any dietary requirements.

Payments and Receipts

- When registering payments can only be made by card only, if you have any problems with this please email eiba2019@leeds.ac.uk
- All delegates will receive an itemised receipt once payment has been received.

Modify Registration

- To modify their registration they need to click on 'Modify registration' on the front page of the registration site. They will need their reference number, which was given on the confirmation details.