



10-12 June 2026
ICC, Sydney

GROUP REGISTRATION INSTRUCTIONS

1. [Click here](#) to start your group registration
2. Select your group "...up to 3 people" or "...4 or more people" (Note: a group discount applies to groups of 4 or more registrants who self-register and pay online on one invoice using this process)
3. "I am the main contact but not attending the conference"
 - Select this if you are registering others to attend
 - Contact details fields will appear for you to complete
 - Leave blank (unchecked) if you are attending the conference

Registration

Welcome to the registration form for Members, Non-members & Govt/Academic/SME. Please select the number of people you wish to register below.

You will then be taken through the registration process for each person and can receive an invoice or pay online.

Registering up to 3 people

Registering 4 or more

I am the main contact but NOT attending the conference.

- Your contact details will be completed as the first person in the group
4. Select the number of individuals in your group from the drop-down menu
 - This will change the number of individual name fields for you to complete

Group Members

GROUP SIZE
5

(Group Contact)

*1.	*First Name	*Last Name
*2.	*First Name	*Last Name
*3.	*First Name	*Last Name
*4.	*First Name	*Last Name
*5.	*First Name	*Last Name

5. Complete the First and last name field for each group member, click 'Next'
6. Complete contact details for registrant 1 and any dietary requirements

7. Select membership status:

- ARCS member – if the registrant is an ARCS Member, select this to access ARCS Member pricing. Make sure the email matches the primary email address associated with the registrant’s current active ARCS membership. Click ‘Next’
- Non-member - select this if the registrant is not an ARCS member
- Concession – select this if the registrant is eligible for concession pricing

Membership Status

ARCS Member

To ensure you receive the membership rate, ARCS members, please ensure your email above matches the email assigned to your membership.

Eligibility for concession includes employees of Govt/Academic/SME as well as health consumers and holders of concession cards issued by the Australian Government.

Please make sure to select the correct option, as non-members registering as members will incur additional charges. You can sign up as a member at www.arcs.com.au or contact arcs@arcs.com.au.

I am not a member I am eligible for concession

8. Permission to be included on the conference delegate list which is shared with exhibitors:

- Unselect the checkbox to be excluded or leave checked for the registrant to be included.

9. Click ‘Next’

10. Select a Conference Registration option registrant 1:

- Three-day registration – All days - Full registration (Codes starting with “AFxx”).
- Two-day registration – Choose from three two-day combinations
 - i. Combination 1 – Days 1 and 2, Wed 10 & Thu 11 June – “C1xx”
 - ii. Combination 2 – Days 1 and 3, Wed 10 & Fri 12 June – “C2xx”
 - iii. Combination 3 – Days 2 and 3, Thu 11 & Fri 12 June – “C3xx”
- One-day registration
 - i. Day 1 only – Wed 10 June – “D1xx”
 - ii. Day 2 only – Thu 11 June – “D2xx”
 - iii. Day 3 only – Fri 12 June – “D3xx”
- Drug Discovery Forum
 - i. Drug Discovery Forum only – Thu 11 June – “D2DF”

11. Click ‘Next’

12. Select any Awards dinner options for registrant 1. Registrant 1 may purchase additional tickets for guests who may not be attending the conference. Provide contact details for each ticket or otherwise tick the box for “Name to be confirmed” later.

13. Registrant 1 is now complete – you can now:

- Click 'Edit/View' to the registration details

Summary		
Contact	Status	Total Amount
Able Baker	Completed	2,087.00 <input type="button" value="Edit/View"/>
Charlie Delta	To Be Completed	0.00 <input type="button" value="Register"/>
Echo Fox	To Be Completed	0.00 <input type="button" value="Register"/>
George Hotel	To Be Completed	0.00 <input type="button" value="Register"/>
India Juliet	To Be Completed	0.00 <input type="button" value="Register"/>
Total Amount (Paid by group contact)		2087.00
<input type="button" value="Edit Group"/>		

- Click 'Register' to complete details for the next registrant

14. Once all registrant details are complete, read and agree to the terms and conditions, click 'Next'

15. Select payment method:

- Pay by Direct deposit (EFT) – this will generate an invoice so you can pay later.
- Online credit card payment
 - Choose your card type AMEX / Mastercard / Visa then click "Proceed to Checkout"
 - Enter card details to complete the payment.

16. Click 'Submit'

17. The main contact will receive an invoice for the entire group registration

18. Individual contacts will receive individual confirmation emails, but only the main contact will receive the invoice.

You are welcome to contact the ARCS team by email to arcs@arcs.com.au or by telephone to 02 8905 0829 (voicemail only) if you have any questions or would like assistance with the registration process.