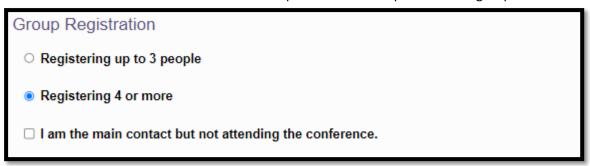
ANNUAL CONFERENCE

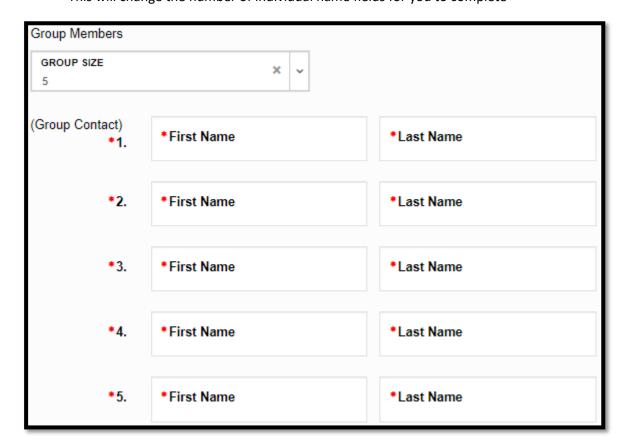
3-5 June 2025 ICC, Sydney

GROUP REGISTRATION INSTRUCTIONS

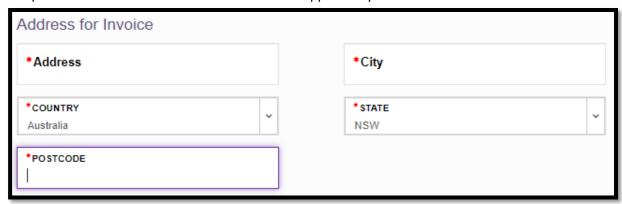
- 1. <u>Click here</u> to start your group registration
- 2. Select your group "...up to 3 people" or "...4 or more people" (Note: discount applies to 4 or more)
- 3. "I am the main contact but not attending the conference"
 - Select this if you are registering others to attend
 - Contact details fields will appear for you to complete
 - Leave blank if you are 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



- 5. Complete the First and last name field for each group member, click 'Next'
- 6. Complete address information details these will appear on your invoice. Click 'Next'



- 7. Complete contact details for registrant 1
- 8. Select membership status:
 - ARCS member make sure the email matches your ARCS membership email. Click 'Next'
 - Non-member select this if you are not an ARCS member
- 9. Click 'Next'
- 10. Select conference and dinner attendance for registrant 1:
 - One-day registration*
 - Two-day registration*
 - Full registration
 - Awards Dinner
- 11. Click 'Next'
- 12. For one- or two-day registrations, please specify which days you will attend, click 'Next'
- 13. Permission to be included on the conference delegate list which is shared with exhibitors:
 - Select the checkbox to be included or leave blank to be excluded, click 'Next'
- 14. Registrant 1 is now complete you can now:
 - Click 'Edit/View' to the registration details



Click 'Register' to complete details for the next registrant

- 15. Once all registrant details are complete, read and agree to the terms and conditions, click 'Next'
- 16. Select payment method:
 - Direct deposit
 - Credit card
 - Enter card details
- 17. Click 'Submit'
- 18. The main contact will receive an invoice for the group registration