ARPA NATIONAL CONFERENCE 2026

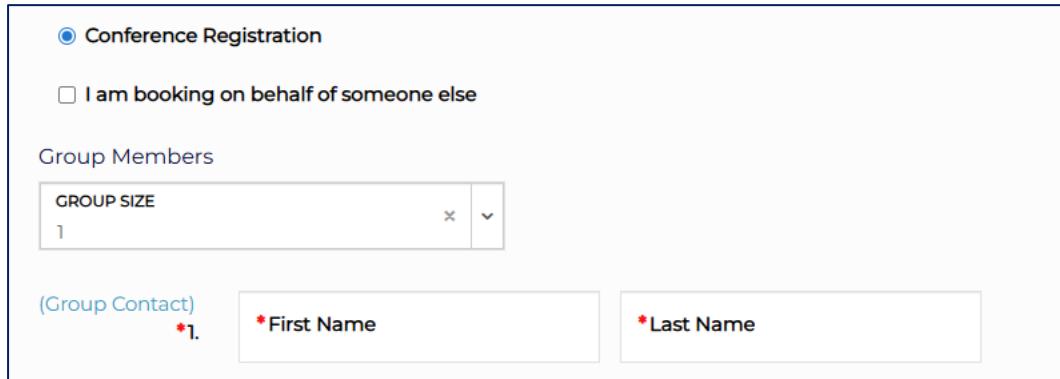REIMAGINING REHABILITATION 2030: EVIDENCE, TECHNOLOGY & HUMAN RECOVERY

1-2 SEPTEMBER 2026
CROWN PERTH

Group Booking - How To Guide

1. **Proceed to the registration site**
   https://eventandconfco.eventsair.com/2026-arpa-national-conference-awards/conf-reg

2. If you are the booking contact, please select the box **'I am booking on behalf of someone else'** and complete the details that appear (see image below). Invoices will be sent to the booking contact. If this box is not selected the invoice will be sent to the group contact (first individual on the registration form).

Booking Contact Details

*First Name	*Last Name
*Company/Organisation	Position
*Email Address	*Verify Email Address
*Business Hours Phone	Mobile

Billing Address Details

*Address Line One	Address Line Two
*Suburb / Town	*Postcode
*State	*COUNTRY — Australia

3. **Select the number of tickets you require**. Input the First name and Last name of each individual ticket holder when prompted.

IMPORTANT: If you do not have all the delegate names confirmed upon registering, please input "Guest 1" in the first name and last name section. Please continue inputting "Guest 2," "Guest 3" etc if you have multiple guests to register.

Once you have the confirmed names, please email arpa@eventandconferenceco.com.au and request for a link to update your registrations. Please note, dietaries must be provided 14 days prior to the event day (18 August 2026). Any dietary requests and/or changes after requirements have been submitted will unfortunately not be considered (i.e., any name changes received after the submission date will receive the meal requirements of the original attendee).

4. On the next page you will be prompted to complete all relevant contact information for attendee 1 (primary contact).

Contact Details[i]

Title

*First Name

*Last Name

*Company/Organisation

*Position

*Email Address

*Verify Email Address

*Business Hours Phone

Mobile

Primary Address

*Address Line One

Address Line Two

*Suburb / Town

*State ⌄

*Postcode

*COUNTRY
Australia ⌄

Dietary Requirements

Select if applicable

Membership Type

○ ARPA Member

○ Non Member [i]

5. **Attendee registration and additional options**
   The following pages will guide you through to select the type of registration for that attendee and the option to add on a social function ticket and/or Accommodation if required.

   Payment for accommodation is required upon check-in, however, card details are to be provided to reserve the room.

Registration - Member

Registration Inclusions

- **Full Registration:** Entry to all sessions, including lunch and refreshment breaks on both conference days
- **Day Registration:** Entry to sessions on the selected day, including lunch and refreshment breaks

The Awards night is not included in the below registration and is available at an additional cost. If you would like to purchase a ticket, please select this option on the following page.

	AMOUNT	TOTAL
○ **Full Registration - Early Bird**	795.00	
○ **Tuesday Day Registration - Early Bird**	500.00	
○ **Wednesday Day Registration - Early Bird**	500.00	

6. On the summary page, if you previously selected more than one ticket, you must complete the registration for each attendee. Once you have completed all registrations, their status will change to '**Completed**'. (Please note, in the example below, we have selected a group size of 2).

Summary

Contact	Status	Total Amount	
Indah Mcleod	Completed	795.00	Edit/View
Justine Peovitis	To Be Completed	0.00	Register
	Total Amount (Paid by group contact)	795.00	

Edit Group

7. After registering each attendee, you will be prompted to read the 'Terms and Conditions'. Once you have read and agree to the terms and conditions, press **'Agree'** and then the **'Next'** button in the bottom right-hand corner.

8. The **payment page** will then appear, online credit card registration is the only payment option available for this event, so please click this option.

9. Once you've selected your card type, click **'Proceed To Checkout.'**

10. You will be directed to an external payment site to enter your credit card details. Once you have entered your card details, click **'Pay Now'**.

11. Finally, you will be re-directed back to the registration form where a thank you screen will appear, and your registration is now complete. A confirmation email and tax invoice will be sent to the primary contact (attendee 1 or booking contact if selected).

Should you have any questions or issues, please contact arpa@eventandconferenceco.com.au