Registration System Instructions

Registration system link: http://registration.issid2023.com

1. Create an account by entering your personal details (the "institute/affiliation" you enter here will be printed on your conference name badge under your name, you may leave this field blank if you prefer).
2. Once the account has been created you will be logged into the system automatically and can continue the booking process, or you can log in to the system at a later stage using your email address.
3. On the left-hand side of the screen there are two booking sections:
   a. **Delegate Fees** (includes options for "Full Conference" (Monday-Friday inclusive), "Daily rate" (Specified Days only), "Partner Rate" for accompanying partners. See our website for full details on each rate. If booking the discounted 'ISSID member' rate, please ensure that you are a current member of ISSID and your membership dues have been paid. If you are booking the daily rate, you will receive a coloured registration badge for each day purchased, so please ensure you add each required day to your order.
   b. **Gala Dinner** (optional tickets for the Gala Dinner at Belfast City Hall on evening of Thursday 20th July). Ticket price includes: prosecco drinks reception, three course meal with wine/soft drink and after dinner tea/coffee. One ticket per person is required. This can be purchased at a later date by logging back into the registration system. N.B. The gala dinner is limited to 70 places, after which we will open a waiting list, so early booking is advised!
4. Once you have added the required packages to your cart, click the 'shopping cart' link on the right-hand side of the screen and click the 'check-out' button.
5. The next screen will give you an option to reserve a place at the conference workshops being held on Monday 17th July by ticking the appropriate option(s). These workshops are free of charge and you can attend as many as you wish. Spaces are limited to 80 per workshop, so we advise booking early! We will operate a waiting list once a workshop is fully booked.
6. Also on this screen, there is a comments box to enter dietary requirements and allergy information for the conference lunch (and gala dinner if tickets have been booked). We can cater for most common dietary requirements (e.g. vegetarian, vegan, gluten-free) but we must know of requirements in advance so please ensure you enter these here.
7. Click continue and check your order summary is correct before clicking the 'confirm order button' which will take you to the credit/debit card payment page where you can enter your payment details to complete the order. Our online payment system accepts the following cards: Visa, Mastercard, Maestro and JCB.
8. You will receive confirmation of your conference registration by email (from the email address issid2023@qub.ac.uk). This will list full details of your order and confirm receipt of payment. This receipt can also be accessed by logging into the registration system at a later stage, going to 'My Account' in the top menu, and selecting 'My Orders'.
9. If you do not receive a confirmation email within one hour of making a payment, please email issid2023@qub.ac.uk for help.