

## REGISTRATION PROCESS

### SUBMIT REGISTRATION

In submitting your registration you are agreeing to the event Ts&Cs. For complimentary and subsidised place requests, the status of your registration will remain pending for 2 weeks whilst we see if additional registrations are received from your company.



### UNCONFIRMED NOTIFICATION

We will notify you if your registration doesn't qualify for the registration type you applied for. You will have the option to amend your registration or join us at a future event instead.

### PROVISIONAL CONFIRMATION

Successful registrations will be sent a provisional confirmation email including unique booking reference, agenda reminder, option to extend your stay in Barcelona, travel credit requirements (if applicable), and a booking acceptance form.



### FINALISE REGISTRATION

You will have 2 weeks from the date of your provisional confirmation email to confirm your place by booking your travel and submitting your booking acceptance form.



### REMINDER

We will send you a reminder after 1 week. If you still haven't submitted your travel details by the end of week 2, then your place will be considered unconfirmed and will be reallocated to another person. You will be notified of this.

### REGISTRATION CONFIRMATION

You will be sent a final confirmation email including travel and accommodation details. If you subsequently need to cancel your attendance, please refer to the Ts&Cs for information.



### SUBMIT EVENT PREFERENCES

Nearer the time, you will be sent an event preferences email which will allow you to customise your agenda and submit any requests.