



### **Registering yourself onto the RSA Annual Conference 2017, Dublin, Ireland**

**If you wish to register at the members' rate, please either renew your membership before registering, or create a New User profile and pay for membership before registering.**

- 1 Click on the [registration link](#)
- 2 You are taken to an event registration page; fill out personal details, tick the box if you require a visa, tick any dietary requirements, fill out badge information, tick the social events you wish to participate in (walking tour, gala dinner, drinks reception) then click on finish
- 3 **View cart page** - check your order details and click the red '**Check Out**' button if all is correct (do not tick box to remove product, otherwise you will not be able to progress beyond this point)
- 4 **Check out step 1 of 2** - review and '**Submit order**' if all information is correct, click on the red '**Next step**' button
- 5 **Check out step 2 of 2** - review billing address information and change in necessary otherwise click on the red '**Complete Order**' button
- 6 You will now be able to submit your abstract; ensure to **add all additional authors** at this point; you do not need to add yourself as this will already be registered, and then click on red '**Submit Abstract**' button
- 7 You are now redirected to our secure payment page, WorldPay. Select payment method, make payment and a confirmation will be emailed to you within a few minutes of paying.