

# Irish Funds Annual Conference 2019

## Useful information for registration

**INVOICES AND OPTION TO PAY OFFLINE** - The details you enter during registration will be used to generate the invoice/receipt which is provided along with the registration confirmation on your screen immediately upon completion of the registration. You will notice payment defaults to credit card but you can of course select EFT or cheque from the drop down menu - full payment details are outlined on the invoice. You can amend the registration/invoice details after completion by entering your email address again to access your registration page.

**GOLF** - Registration for the networking golf is an optional extra cost/activity available when you are registering as a conference delegate.

**DISTRIBUTION WORKSHOP** - Registration for the Distribution Workshop on Friday 24 May is an optional activity available when you are registering as a conference delegate. There is no additional charge for registering for this.

**REGISTERING A GROUP AND GROUP DISCOUNTS** - A 10% discount is automatically calculated on your third and all subsequent tickets purchased in a group. There is no upper maximum limit of tickets you can purchase at 10% discount.

To register a group, simply register your first delegate details, then select "Add Another Person". You can add further registrants to your group at any time in the future by revisiting the registration page and again inputting your email address you used when you first registered and the password you created then. Your tickets will continue to be calculated with a 10% discount.

If you are not attending yourself but are coordinating the group registration, use your own email address for your first delegate (in the interim) so that you can revisit to add or amend at any time before the conference.

Note that a group registration will generate one invoice with one company name & one postal address. Ensure you enter the correct legal entity & address details as this detail also generates the group invoice. All your group registrants will be listed on the invoice. A group registration does NOT facilitate multiple credit card payments or multiple invoices.

**ACCURACY:** Remember that the information you provide on the registration pages will also be used for your name badge, attendee lists etc so it is important you input your details (including spelling etc) accurately.

**REGISTRATION AGENT** - If you are entitled to a sponsor's promotion code, we will of course provide you with same in due course. In the unlikely event you have difficulty using the code or require any other assistance during the online registration process, please contact our appointed registration agents, Summit Focus. SUMMIT FOCUS at [info@summitfocus.com](mailto:info@summitfocus.com) or via phone +353 (0)1 524 2375.