

## How to register

**Please note: you do *not* need to submit your abstract to register and reserve accommodation.**

Text or buttons to click are shown in **bold type**.

1. Go to [www.systass.org/biennial2007/](http://www.systass.org/biennial2007/)
2. Follow the links to registration.
3. Click the highlighted text in “Follow [this link](#) to the registration form”  
The Association for Applied Biology is hosting our online registration service, so you will end up on their website for our conference registration and payment system.
4. Please enter your details in all of the listed fields, select whether or not you are a member or not of the Systematics Association, and press **submit** to proceed to the next page. If you wish to start again and clear all the text boxes, press **clear**.
5. The second form lists the options for registration (individual days versus whole conference), accommodation (en-suite or standard), and whether or not you wish to book for the packed lunches or conference dinner. **Please tick the boxes to the right of each option you wish to sign up for.** You must choose one of the registration options. At the bottom of the page, please also let us know of any special dietary needs, or whether you are presenting a poster or talk for the student competition.
6. Press **save** to save the options you have selected.
7. Press **confirm** to continue to the next page summarising your selections and prices.
8. Press **showbasket** to see the list of items to be paid for and the total sum required.
9. Press **pay now** to proceed to the information about the secure WorldPay site.
10. Press **submit** to get to the WorldPay form, where you should enter your credit card details.
11. Press **confirm order**.
12. That’s it. You should receive an email confirmation from AAB about the conference.

**Having Trouble?** *We would appreciate it if you would register online; however, if you experience any difficulty with the website, please download a paper registration form [here](#) and fax or post it back to the address on the form.*

**Don’t forget that you have until 30 June to submit your abstracts!**