## Step-by-step booking instructions (card payments)

1. Right-click to open the conference **booking site**<sup>1</sup> in a new window. **Click 'Book Event'**.

| Navigation     Home     Home     Yodukt Catalogue     Produkt Catalogue     Conferences & Events     Yodukt Catalogue     Conferences & Events     Short Courses     Heip & Information     Starch this Site     Conferences     Distance     Distance     Distance     Distance     Conferences     Conferences     Distance     Distance     Distance     Conferences        Conferences        Conferences <th>Home   IOE Portal   Library   Contact us   Accessibili</th> <th></th> <th></th> <th>tion</th> <th>Leading educa</th>   | Home   IOE Portal   Library   Contact us   Accessibili |  |                             | tion          | Leading educa                        |
|--|--|--|-----------------------------|---------------|--------------------------------------|
| Navigation   Home   Product Catalogue   Product Catalogue   Conferences & Events > Conference for Schools 2015  |  |  |                             | ation<br>adon | Institute of Edu<br>University of Lo |
| Navigation   Home   Product Catalogue   Conferences & Events   Shot Courses   Heip & Information   |  |  |                             |               |                                      |
| Navigation   Home   Product Catalogue   Product Catalogue   Conferences & Events - Confuctus Institute - Conferences   Short Courses   Product Catalogue   Conferences   Short Courses   Product Catalogue   Short Courses   Product Catalogue   Product Catalogue   Product Catalogue   Conferences & Events - Conferences   Conferences   Short Courses   Product Catalogue   Product Catal  |  |  |                             |               |                                      |
| Home   Product Catalogue   Conferences & Events   Short Courses   Heip & Information   Conferences   Conferences Confe   | Shopping Basket Items: 0 £0.00                         | t  | ? Help 🔒 My Accou           |               | Navigation                           |
| Product Catalogue Conferences & Events Short Courses Help & Information Conferences Confer | te > Conferences                                       | Confucius Institute > Conferen                     | Home > Conferences & Events |               | Home                                 |
| Conferences & Events  , Shot Courses , Help & Information , Conferences Confer |  |  | Conferences                 | +             | Product Catalogue                    |
| Short Courses       ,         Help & Information       ,         Bearch this Site       Conferences         Image: Site       Image: Site         Image: Site       Image: Site </td <td></td> <td></td> <td></td> <td>×.</td> <td>Conferences &amp; Events</td>   |  |  |                             | ×.            | Conferences & Events                 |
| Help & Information ,<br>earch this Site Conferences Conference for Schools 2015<br>12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June 2015<br>Book Event C<br>Read More<br>Exhibitor Booking - 12th Annual Chinese Conference for<br>Schools 2015<br>12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June 2015   |  |  |                             | ÷             | Short Courses                        |
| Rearch this Site          Image: Control of the second se                       |  |  | Conferences                 | E             | Help & Information                   |
| Rearch this Site          Rearch this Site       12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2015         Book Event       Read More         Read More       Read More         Read More       Read More         Image: State S   | I Chinese Conference for Schools 2015                  | 12th Annual Chinese                                |                             |               |                                      |
| Book Event       Read More         Exhibitor Booking - 12th Annual Chinese Conference for Schools 2015         12th June 2015 - 13th June 2015   | 5 – 13 <sup>th</sup> June 2015                         | 12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June |                             | Q             | Search this Site                     |
| Exhibitor Booking - 12th Annual Chinese Conference for Schools 2015         12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June 2015  |  | Book Event   |                             |               |                                      |
| Exhibitor Booking - 12th Annual Chinese Conference for Schools 2015         12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June 2015  |  | Read More  | 25000                       |               |                                      |
| Exhibitor Booking - 12th Annual Chinese Conference for<br>Schools 2015<br>12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June 2015  |  |  |                             |               |                                      |
| 12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June 2015  | ooking - 12th Annual Chinese Conference for<br>15      | Exhibitor Booking - 1<br>Schools 2015              |                             |               |                                      |
|  | i – 13 <sup>th</sup> June 2015                         | 12 <sup>th</sup> June 2015 – 13 <sup>th</sup> June |                             |               |                                      |
|  |  |  | VASA                        |               |                                      |
| Book Event   |  | Book Event   | 200                         |               |                                      |

2. Login or register for a new account. (Note: For student number write 'N/A')

| lavigation           |    | ? Help 🔒 My Account  | Shopping Basket Items: 0 £0.00                               |
|----------------------|----|--|--|
| Home                 |    | Login / Register   |  |
| Product Catalogue    | F. |  |  |
| Conferences & Events | ×. | New Customer   |  |
| hort Courses         | •  |  |  |
| lelp & Information   | ×  | Creating an account only takes a few moments a  If this is your first visit click here                               | and allows you to store your details for future visits.      |
| arch this Site       | Q  | Login  |  |
|                      |    | Email Address Password   |  |
|                      |    | ► Forgotten password   | Login to Events  |
|                      |    | Forgotten Your Password?<br>We will send password reset instructions to the<br>email address below.<br>Email Address | email address associated with your account. Please type your |

<sup>1</sup> Booking site: <u>https://store.ioe.ac.uk/browse/product.asp?compid=1&modid=2&catid=58</u>

**3.** Select from the options shown below (1-4) to pay by credit or debit card. Scroll down and **click 'Continue'**.

Note:

- It is not possible to select more than one package at a time. Conference dinner places can be added before checkout.
- Reduced rates (优惠价) are for part-time, retired or primary school staff only.
- Student rates (学生价) are for full-time students or unemployed only.
- Standard rates (标准价) apply for all other delegates.

| Navigation         | Hi, you are logged in as Julia, if you are not Julia, please click her  |
|--------------------|---|
| Home               |   |
| Help & Information | 12th Annual Chinese Conference for Schools 2015   |
|                    | Delegate Categories   |
| Search this Site   |   |
|                    | I.1 Full-time teachers/Other: Standard 2-day package (Fri. & Sat.)<br>Cost: £270.00                             |
|                    | I.2 Full-time teachers/Other: Standard Day 1 only (Friday)<br>Cost: £140.00                                     |
|                    | 1.3 Full-time teachers/Other: Standard Day 2 only (Saturday)<br>Cost: £140.00                                   |
|                    | 2.1 Part time/retired school teachers only (reduced rate): Reduced 2-day package (Fri. & Sat.)<br>Cost: £150.00 |
|                    | 2.2 Part time/retired school teachers only (reduced rate): Reduced Day 1 only (Friday)<br>Cost: £80.00          |
|                    | 2.3 Part time/retired school teachers only (reduced rate): Reduced Day 2 only (Saturday)<br>Cost: £80.00        |
|                    | ③ 3.1. Full-time students/unemployed only (student rate): Student 2-day package (Fri. & Sat.)<br>Cost: £50.00   |
|                    | 3.2. Full-time students/unemployed only (student rate): Student Day 1 only (Friday)<br>Cost: £30.00             |
|                    | ③ 3.3. Full-time students/unemployed only (student rate): Student Day 2 only (Saturday)<br>Cost: £30.00         |
|                    | 4. Conference Dinner & Excellence Awards<br>Cost: £30.00  |
|                    | Continue  |

4. Complete the 'Delegate Details' and 'Delegate Address' sections (school address may be used). Click 'Continue'.

| lavigation           |                        | Hi, you are           | logged in as Julia, if you are not J | ulia, please click h |
|----------------------|------------------------|-----------------------|--------------------------------------|----------------------|
| Home                 | Package Option De      | legate Question       | naire Summary                        |                      |
| Product Catalogue    | 12th Annual Chines     | e Conference for Scho | ools 2015                            |                      |
| Conferences & Events |                        |                       |                                      |                      |
| hort Courses         | Delegate Details       |                       | Use m                                | y Customer Details   |
| Help & Information   | Title*                 | Please select         | •                                    |                      |
|                      | First Name*            |                       |                                      |                      |
| rch this Site        | Last Name*             |                       |                                      |                      |
|                      | Contact Telephone      |                       |                                      |                      |
|                      | Email Address*         |                       |                                      |                      |
|                      | Company / Organisation |                       |                                      |                      |
|                      | Job Title              |                       |                                      |                      |
|                      |                        |                       |                                      |                      |
|                      | Delegate Address       | 3                     |                                      |                      |
|                      | Country*               | United Kingdom        | •                                    |                      |
|                      | Postcode*              |                       |                                      |                      |
|                      | House / Flat No. 👩     |                       |                                      |                      |
|                      | Ŭ                      |                       |                                      |                      |

5. Complete the 'Delegate Information' section. Click 'Continue'.

| Navigation           |   | Hi, you are logged in as Julia, if you are not Julia, please click he Package Ontion Delegate Questionnaire Summary |
|----------------------|---|---|
| Home                 |   | Contage option Soligate Community   |
| Product Catalogue    | • | Delegate Information.   |
| Conferences & Events | × | v   |
| Short Courses        | + | Do you have any specialist dietary requirements?  |
| Help & Information   | • | e.g allergies.  |
|                      |   | What is your job/role?*   |
|                      |   |   |
|                      |   | Job if other (above)?   |
|                      |   |   |
|                      |   |   |

6. If you wish to add a Conference Dinner place, or book for another colleague, click 'Add Delegate'. If not, click 'Add to Basket' to continue (skip to step 8).

| vavigation           | Package Option Delegate Questionnaire   | Summary        |
|----------------------|---|----------------|
| Home                 |   |                |
| Product Catalogue    | Booking Summary   | Cancel Booking |
| Conferences & Events |   |                |
| Short Courses        | 12th Annual Chinese Conference for School   | ls 2015        |
| Help & Information   | <b>12<sup>th</sup> June 2015 - 13<sup>th</sup> June 2015</b><br>Booking Ref:15CC12323 | Total £270.00  |
| arch this Site       | View Pending Booking  |                |
|                      | Attendees   |                |
|                      | • Naomi Li  | Remove Edit    |
|                      |   |                |
|                      | Add Delegate  | Add to Basket  |

## **Dinner bookings**

- 7. To add a Conference Dinner place (for Friday evening), select option 4 and click 'Continue'.
  - \*\* You will need to repeat steps 4 and 5 as before (see previous page). \*\*

| Navigation           | Package Option  |
|----------------------|---|
| Home                 |   |
| Product Catalogue    | 12th Annual Chinese Conference for Schools 2015   |
| Conferences & Events | Delegate Categories   |
| hort Courses         |   |
| lelp & Information   | 1.1 Full-time teachers/Other: Standard 2-day package (Fri. & Sat.)<br>Cost: £270.00                             |
| arch this Site       | 1.2 Full-time teachers/Other: Standard Day 1 only (Friday)<br>Cost: £140.00                                     |
|                      | 1.3 Full-time teachers/Other: Standard Day 2 only (Saturday)<br>Cost: £140.00                                   |
|                      | 2.1 Part time/retired school teachers only (reduced rate): Reduced 2-day package (Fri. & Sat.)<br>Cost: £150.00 |
|                      | 2.2 Part time/retired school teachers only (reduced rate): Reduced Day 1 only (Friday)<br>Cost: £80.00          |
|                      | 2.3 Part time/retired school teachers only (reduced rate): Reduced Day 2 only (Saturday)<br>Cost: £80.00        |
|                      | 3.1. Full-time students/unemployed only (student rate): Student 2-day package (Fri. & Sat.)<br>Cost: £50.00     |
|                      | 3.2. Full-time students/unemployed only (student rate): Student Day 1 only (Friday)<br>Cost: £30.00             |
|                      | 3.3. Full-time students/unemployed only (student rate): Student Day 2 only (Saturday)<br>Cost: £30.00           |
|                      | 4. Conference Dinner & Excellence Awards     Cost: £30.00   |

8. Click 'View Pending Booking' to check the details in a pop-up window.

| Navigation  |  | Deskage Option  |  | Daira Cur    |          |           |
|---|--|---|--|--------------|----------|-----------|
| Home  |  | Package Option Delegat  | Question                                   | inaire Summa | ary      |           |
| Product Catalogue   | +  | De altine Ormana  |  |              | Consul D | 1 - 1     |
| Conferences & Events  |  | Booking Summary   |  |              | Cancer B | DOKING    |
| Short Courses   | F  | 12th Annual Chinese   | Conference for So                          | chools 2015  |          |           |
| Help & Information  | Þ  |   |  |              |          |           |
|   |  | 12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2<br>Booking Ref:15CC12323     | 2015                                       |              | Tota     | I £300.00 |
| Search this Site  | Q  | View Pending Booking 🕠  |  |              |          |           |
|   |  | Attendees   |  |              |          |           |
|   |  | • Naomi Li  |  |              | - Remove | Edit      |
|   |  | • Naomi Li  |  |              | - Remove | Edit      |
|   |  | Add Delegate  |  |              | Add to   | Basket    |
| L Institute of Education - Wir  | ndows Internet Explo   | Add Delegate  |  |              | Add to   | ) Basket  |
| L Institute of Education - Wir  | ndows Internet Expli   | Add Delegate  | ₽rint                                      |              | Add to   | ) Basket  |
| L Institute of Education - Wir<br>Back to Summary<br>This is no<br>the check  | ndows Internet Explo<br>t a booking confirmation   | Add Delegate  | Print<br>Print                             |              |          | 9 Basket  |
| E Institute of Education - Wir<br>Back to Summary<br>This is no<br>12th Annual O  | ndows Internet Explo<br>t a booking confirma<br>out process.   | Add Delegate  | Pint<br>Print                              |              |          | 9 Basket  |
| El Institute of Education - Wir<br>Book to Summary<br>This is no<br>12th Annual O<br>12 <sup>th</sup> June 2015 - 1<br>Booking Ref 15CC   | t a booking confirm<br>out process.<br>Chinese Confer<br>3 <sup>th</sup> June 2015<br>12243                          | Add Delegate orer tion. To complete your booking please co                        | Print<br>Intinue through                   |              |          | 9 Basket  |
| El Institute of Education - Wir<br>Back to Summary<br>This is no<br>This is no<br>the check<br>12th Annual (<br>12 <sup>th</sup> June 2015 - 1<br>Booking Ref 1500<br>Attendees   | adows Internet Explo<br>t a booking confirma<br>out process.<br>Chinese Confer<br>3 <sup>th</sup> June 2015<br>12243 | Add Delegate  | Print<br>ontinue through<br>Total £200.00  |              |          | 9 Basket  |
| E Institute of Education - Wir<br>Back to Summary<br>This is no<br>the check<br>12th Annual O<br>12 <sup>th</sup> June 2015 - 1<br>Booking Ret 15CC<br>Attendees<br>Delegate  | ndows Internet Explo<br>t a booking confirms<br>out process.<br>Chinese Confer<br>12943                              | Add Delegate  | Print<br>Intinue through<br>Total £300.00  |              |          | • Basket  |
| Elect to Summary<br>Back to Summary<br>This is no<br>12th Annual O<br>12 <sup>th</sup> June 2015 -1<br>Booking Ref 150C<br>Attendees<br>Delegate<br>Ms Naomi Li (r<br>1.1 Full-time                                       | t a booking confirm<br>out process.<br>Chinese Confer<br>3 <sup>th</sup> June 2015<br>12243                          | Add Delegate orer tion. To complete your booking please of rence for Schools 2015 | Print Intinue through Total £300.00        |              |          | Basket    |
| Electric of Education - Wir<br>Electric Summary<br>This is no<br>This is no<br>12th Annual O<br>12 <sup>th</sup> June 2015 - 1<br>Booking Ref 15CC<br>Attendees<br>Delegate<br>Ms Naomi Li (<br>1.1 Full-time<br>Delegate | ndows Internet Explo<br>t a booking confirm<br>out process.<br>Chinese Confer<br>3 <sup>th</sup> June 2015<br>12243  | Add Delegate over tion. To complete your booking please co rence for Schools 2015 | Prote<br>portinue through<br>Total £300.00 |              |          | Basket    |

This pop-up window can be closed in order to complete the booking.

9. Repeat step 7 to add any additional conference attendees, then click 'Add to Basket' to continue.



10. Click 'Proceed to Checkout' to continue.

| avigation            | 2 Hole       | My Account   | (T)                                | Shonning Basket  | Itome: 1 £300.00 |
|----------------------|--------------|--|------------------------------------|------------------|------------------|
| Home                 | theip        | My Account   |                                    | Shopping Dasket  | nems: 1 £300.00  |
| Product Catalogue    | Shopping     | Basket   |                                    |                  | Clear Basket     |
| Conferences & Events |              |  |                                    |                  |                  |
| Short Courses        | Continue Sho | pping  |                                    | Proceed          | d to Checkout    |
| Help & Information   |              |  |                                    |                  |                  |
|                      |              | ltem   | Quantity                           | Unit Price       | Total Cost       |
| Search this Site     | Conferer     | nces & Events  |                                    |                  |                  |
|                      |              | 12th Annual Chinese Conference<br>for Schools 2015<br>Booking Ref.15CC12323<br>12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2015<br>Naomi Li<br>Naomi Li | Remove<br>Event<br>Edit<br>Booking | £300.00          | £300.00          |
|                      |              |  |                                    | Delivery         | £0.00            |
|                      |              |  |                                    | Total Before VAT | £295.00          |
|                      |              |  |                                    | VAT              | £5.00            |
|                      |              |  |                                    | Total            | £300.00          |
|                      |              |  |                                    |                  |                  |
|                      | Continue She | ping   |                                    | Proceed          | d to Checkout    |

**11.** Enter details for the 'Payment Method', 'Billing Address' and 'Credit/Debit Card Details' sections. **Click 'Continue'**.

| Navigation           | Hi, you are logged in as Juli Login / Register Payment  | a, if you are not Julia, please click here<br>Review & Confirm |
|----------------------|---|--|
| Home                 |   |  |
| Product Catalogue    | ✓ Payment Method  | Edit Section   |
| Conferences & Events |   |  |
| Short Courses        | Credit/Debit Card   |  |
| Help & Information   |   |  |
|                      | ✔ Billing Address   | Edit Section   |
| Search this Site     |   |  |
|                      | 20 Bedford Way: 20 Bedford Way, London, London, WC1H 0AL, United  | Kingdom  |
|                      |   |  |
|                      | Enter Credit / Debit Card Details   |  |
|                      | Card Type*  | SA   |
|                      | Card Holder Name*   |  |
|                      |   |  |
|                      | Card Number*  |  |
|                      | Card Number*  |  |
|                      | Card Number*  |  |
|                      | Card Number* Card Security Code*  Expiry Date (MM/YYYY)*  Start Date (MM/YYYY)  U U U U U U U U U U U U U U U U U |  |

12. Check the details and read the Terms and Conditions.

| Navigation           |   | Hi, you  | are logged in as Ju | lia, if you are not Juli<br>Review & Co | a, please click h<br>nfirm  |
|----------------------|---|--|---------------------|---|-----------------------------|
| Home                 |   |  |                     |   |                             |
| Product Catalogue    | • | Your order is not complete until you Confirm   | our Order           |   | Pay Now                     |
| Conferences & Events | • | By clicking 'Pay Now' you confirm that you have read a<br>Terms & Conditions   | ind agreed to our   |   |                             |
| Short Courses        | • |  |                     |   |                             |
| Help & Information   | × | Item   | Quantity            | Unit Price                              | Total Cost                  |
|                      |   | Conferences & Events   |                     |   |                             |
| Search this Site     | Q | 12th Annual Chinese Conference for Schools<br>2015<br>Booking Ref:15CC12323<br>12 <sup>th</sup> June 2015 - 13 <sup>th</sup> June 2015<br>Naomi Li<br>View questionnaire(s)<br>View questionnaire(s) | 1                   | £300.00<br>Delivery<br>otal Before VAT  | £300.00<br>£0.00<br>£295.00 |
|                      |   |  |                     | VAT                                     | £5.00                       |
|                      |   |  |                     | Total                                   | £300.00                     |
|                      |   | Payment Information  |                     |   | Edit Section                |
|                      |   | Credit/Debit Card  | Billing Addres      | \$\$                                    |                             |

13. Click 'Pay Now'.



14. 'Thank you' screen.

| avigation           |   | Thank You                                  |                  |                   |                 |
|---------------------|---|--|------------------|-------------------|-----------------|
| ome                 |   | Your order is complete and you have r      | ow been logged o | ut. Thank you Jul | ia for shoppin  |
| roduct Catalogue    | • | at the UCL Institute of Education.         |                  |                   |                 |
| onferences & Events | × |  |                  |                   | N. Dri          |
| nort Courses        |   |  |                  |                   | e Pli           |
| elp & Information   | × | Order Number: IOE26007                     |                  | D                 | ate: 19 Feb 201 |
|                     |   |  |                  |                   |                 |
| arch this Site      | Q | Item                                       | Quantity         | Unit Price        | Total Cost      |
|                     |   | Conferences & Events                       |                  |                   |                 |
|                     |   | 12th Annual Chinese Conference for Schools | 1                | £0.00             | £0.00           |
|                     |   | 2015                                       |                  |                   |                 |
|                     |   | 10th lune 2015 12th lune 2015              |                  |                   |                 |
|                     |   | India Hack                                 |                  |                   |                 |
|                     |   |  |                  |                   |                 |
|                     |   |  |                  |                   |                 |
|                     |   |  |                  | Delivery          | £0.00           |
|                     |   |  | т                | otal Before VAT   | £0.00           |
|                     |   |  |                  | VAT               | £0.00           |
|                     |   |  |                  | T-4-1             |                 |

15. Check your inbox (and spam box if necessary) for the **booking confirmation** email.

Note:

• Booking confirmation emails are sent automatically to the delegate, using the address provided in the 'Delegate Details' section.

| rom:<br>tent:                            | chinesenetwork solice. ac.uk<br>19 February 2015 12:35   |   |  |
|--|--|---|--|
| o:<br>Bubject:                           | Julia Haox<br>12th Annual Chinese Conference Book  | ing   |  |
| Thank you for bo                         | oking your place at the 11th Annual Chinese Co   | nference. You have booked t                                       | he following:  |
| Booking                                  | Confirmation   |   |  |
| Thank you for yo                         | r booking, please find confirmation of your deta   | is below.   |  |
| Booking D                                | etails   |   |  |
| Reference                                |  | 150012  | 229  |
| Date                                     |  | 19 Feb 20   | 015  |
| Name                                     |  | Jula H  | ack  |
| Net Total                                |  | 50  | 100  |
| VAT Total<br>Total                       |  | 50<br>£0  | 100  |
| Event Detail                             | s - 12th Annual Chinese Conference   | e for Schools 2015  |  |
| Location                                 |  | UCL Institute of Educat   | tion   |
| Date                                     | Fr   | om: 12 Jun 2015 to 13 Jun 20                                      | 015  |
| Attendees:                               |  |   |  |
| Mrs Julia Hack, J                        | hack@loe.ac.uk (02076126652)   |   |  |
| 5.1. Pay by Invo<br>£270                 | be - Full-time teachers/other: Standard 2-day pa   | ckage (FrL and Sat.) ~ £0   | 100  |
| Mrs Julia Hack, J                        | hack@ibe.ac.uk (02076126652)   |   |  |
| 7.1. Pay by Invo                         | ce - Conference Dinner & Excellence Awards - :   | E30.00 E0   | 000  |
| Further event del<br>Involce the firance | als (including how to get here) will be sent to yo<br>fail balance in your online booking confirmation y<br>tamputo wood | u nearer the date. Please not<br>vill be £0. Your involce will be | te if you have chosen to pay by<br>posted out shortly and will |

## Why is the total £0.00?

If you select a 'Pay by invoice' option, the final balance will appear as '£0.00'. Your invoice will be posted out shortly and will include the correct amount owed.

This does not apply for card payment options.

If your booking confirmation appears to be missing, please allow 24 hours and check your spam box too.

Any queries? Contact Julia c/o chinesentworks@ioe.ac.uk