

Step-by-step booking instructions (card payments)

1. Right click to open the conference [booking site](#) in a new window. Click 'Book Event'

The screenshot shows the UCL website interface. At the top, it says 'LONDON'S GLOBAL UNIVERSITY' and 'UCL'. Below the navigation menu, there's a search bar and a shopping basket icon. The main content area is titled 'J77 Annual Chinese Teaching Conference 2016'. It includes tabs for 'Info', 'Location', 'Package Option', 'Extras', and 'Contact'. Under the 'Info' tab, there's an 'Event Information' section with a 'Book Event' button highlighted by a red arrow. The event details include dates (17th June 2016 – 18th June 2016), a last booking date (13th June 2016), and a description of the conference. A list of activities for both days is also provided.

2. Login or register for a new account. (Note: Even if you have an account with the IOE Store, you will still need to register for a new account with the UCL Store)

The screenshot shows the UCL website's login and registration page. It features a navigation menu on the left and a main content area with a 'Login / Register' heading. Below this heading, there are three sections: 'New Customer' with a link to 'click here' for first-time visitors, a 'Login' section with input fields for 'Email Address' and 'Password', and a 'Forgotten Your Password?' section with an input field for 'Email Address' and a 'Send' button.

3. Select from the options shown below. 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.

The screenshot shows the UCL website interface. At the top, it says 'LONDON'S GLOBAL UNIVERSITY' and 'UCL'. A navigation menu on the left includes 'Home', 'Product Catalogue', 'Conferences and Events', 'Short Courses', and 'Help & Information'. A search bar is also present. The main content area is titled 'J77 Annual Chinese Teaching Conference 2016' and 'Delegate Information'. It contains a message: 'To book your place at the 2016 Annual Chinese Conference please select from the packages below. You will have the option to book for more than one delegate, but you can only select one package at a time. Further event details (including joining instructions and how to get here) will be sent to you nearer the date.' Below this is a 'Delegate Categories' section with six radio button options:

- 1) Full-Time Teachers/Other:Standard 2-day Package (Fri. & Sat.) Cost: £275.00
- 2) Full-Time Teachers/Other:Standard 1 only (Friday) Cost: £145.00
- 3) Full-Time Teachers/Other:Standard 2 only (Saturday) Cost: £145.00
- 4) Part-Time, Retired or Primary School Teachers:Reduced 2-day Package (Fri. & Sat.) Cost: £155.00
- 5) Part-Time, Retired or Primary School Teachers:Reduced Day 1 only (Friday) Cost: £85.00
- 6) Part-Time, Retired or Primary School Teachers:Reduced Day 2 only (Saturday) Cost: £85.00

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

The screenshot shows the UCL website interface for the 'Delegate Details' and 'Delegate Address' sections. The top navigation bar includes 'Package Option', 'Delegate', 'Extras', 'Questionnaire', and 'Summary'. The main content area is titled 'J77 Annual Chinese Teaching Conference 2016' and 'Delegate Details'. It contains a 'Use my Customer Details' button and a form with the following fields:

Delegate Details

- Title* (Please select)
- First Name*
- Last Name*
- Contact Telephone Number*
- Email Address*
- Company / Organisation
- Job Title

Delegate Address

- Country* (UNITED KINGDOM)
- Postcode*
- House / Flat No. (?)

Buttons: Find Address, Enter your address manually

5. To add a Conference Dinner place (for Friday evening), **select the option** and **click 'Continue'**.

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Hi, you are logged in as [Nicola](#), if you are not Nicola, please [click here](#)

Package Option Delegate **Extras** Questionnaire Summary

J77 Annual Chinese Teaching Conference 2016

Dinner

Delegate 1

Friday Evening Dinner
Cost: £30.00

Continue

6. Complete the 'Questionnaire' section. **Click 'Continue'**.

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Package Option Delegate Extras **Questionnaire** Summary

Do you have any Special dietary requirements.

Do you have any mobility requirements, e.g. unable to use stairs

Name of the School/Establishment*

Job role - Preferably with fixed options.*

- Head/Principal
- Senior Manager/Senior Leadership Team/School Governor
- Head of Department
- Mandarin Subject Lead
- Teacher of Mandarin Chinese (Secondary)
- Teacher of Mandarin Chinese (Primary)
- Student Teacher
- Other
-

Job Title

Continue

7. If you wish to add another colleague, click 'Add Delegate'

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Package Option **Delegate** Extras Questionnaire Summary

Booking Summary Cancel Booking

J77 Annual Chinese Teaching Conference 2016

17th June 2016 - 18th June 2016 Total £275.00
Booking Ref: Annual Chinese Teaching Conference 2016-81030

[View Pending Booking](#)

Attendees

- Nicola Larkin Remove Edit

Add Delegate Add to Basket

8. 'Proceed to Checkout' to continue.


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Hi, you are logged in as [Nicola](#), if you are not Nicola, please [click here](#)

[? Help](#) [My Account](#) Shopping Basket Items: 1 £275.00 Clear Basket

Shopping Basket Clear Basket

[Continue Shopping](#) [Proceed to Checkout](#)

Item	Quantity	Unit Price	Total Cost
Conferences and Events			
 J77 Annual Chinese Teaching Conference 2016 Booking Ref: Annual Chinese Teaching Conference 2016-81030 17 th June 2016 - 18 th June 2016 Nicola Larkin	Remove Event Edit Booking	£275.00	£275.00
Delivery			£0.00
Total Before VAT			£275.00
VAT			£0.00
Total			£275.00

[Continue Shopping](#) [Proceed to Checkout](#)

9. 'Select' your Address or click 'Add New Address'.

The screenshot shows the UCL website interface. At the top right is the UCL logo. Below it, a navigation bar contains three buttons: 'Login / Register', 'Payment' (highlighted in green), and 'Review & Confirm'. A message reads: 'Hi, you are logged in as Nicola, if you are not Nicola, please [click here](#)'. On the left is a 'Navigation' menu with links to Home, Product Catalogue, Conferences and Events, Short Courses, and Help & Information. Below the menu is a search bar with the text 'Search this Site'. The main content area has a 'Payment Method' section with a green checkmark and a dropdown menu showing 'Credit / Debit Card'. Below that is a 'Select a Billing Address' section with the text 'Please select from your saved addresses:' and an 'Add New Address' button. A list of saved addresses is shown, with one entry: 'Work: 15 Woburn Square, London, London, WC1H 0NS, UNITED KINGDOM'. This entry has an 'Edit' button and a 'Select' button.

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

The screenshot shows the UCL website interface. At the top left is the text 'LONDON'S GLOBAL UNIVERSITY'. At the top right is the UCL logo. Below it, a navigation bar contains three buttons: 'Login / Register', 'Payment' (highlighted in green), and 'Review & Confirm'. A message reads: 'Hi, you are logged in as Nicola, if you are not Nicola, please [click here](#)'. On the left is a 'Navigation' menu with links to Home, Product Catalogue, Conferences and Events, Short Courses, and Help & Information. Below the menu is a search bar with the text 'Search this Site'. The main content area has a 'Payment Method' section with a green checkmark and a dropdown menu showing 'Credit / Debit Card'. Below that is a 'Billing Address' section with a green checkmark, an 'Edit Section' button, and a text field containing 'Work: 15 Woburn Square, London, London, WC1H 0NS, UNITED KINGDOM'. Below that is an 'Enter Credit / Debit Card Details' section with the following fields: 'Card Type*' with radio buttons for MasterCard, VISA, VISA DEBIT, VISA ELECTRON, and Maestro; 'Card Holder Name*' with a text input field; 'Card Number*' with a text input field; 'Card Security Code*' with a text input field and a help icon; 'Expiry Date (MM/YYYY)*' with two dropdown menus; and 'Start Date (MM/YYYY)' with two dropdown menus. At the bottom of the section is a green bar with the text 'Order amount: £275.00 your order will be processed on the next screen' and a 'Continue' button.

11. Click 'Pay Now'.

The screenshot shows a green bar with the text: 'Your order is not complete until you Confirm Your Order. By clicking 'Pay Now' you confirm that you have read and agreed to our Terms & Conditions'. A 'Pay Now' button is visible, with a yellow arrow pointing to it.

12. 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 email address provided in the 'Delegate Details' section.

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

Any queries? Contact the IOE CI team by emailing chinesetworks@ioe.ac.uk