

## **BCLA Asia Conference 2024 – Overseas Bookings**

## How to Register for BCLA Asia Conference only tickets (no accommodation/tour)

**Step 1:** Log in to your BCLA Member or free Registered User account.

Forgotten your log in details? Re-set your password
Need to renew your membership? Renew here
Don't have an account? Join today
Membership query? Email us

**Step 2:** Go to the BCLA Asia Conference registration page and click the 'Register Myself' button.

**Step 3:** Submit your responses in the 'Questions' section and click the 'save responses' button when done. You will not be able to proceed until all mandatory questions have been answered.

**Step 4:** Click on the 'Proceed to checkout' button, at bottom right of the page. This will take you to your shopping cart.

**Step 5:** All applicable discounts will have been automatically applied to your booking. Enter your payment details in the boxes provided and click 'submit'.

If you receive ERROR-15 message, then you will need to contact your bank and give them instruction to allow BCLA to process the funds for your registration.

**That's it - you're done!** You will receive an auto confirmation email in your inbox, please keep a copy safe for future reference.

If you would like to print a copy of your receipt, simply go to your BCLA profile by clicking "Hi, YOUR NAME" at the top of the web page when logged in. On your profile, click the "Print Invoices and Receipts" tab where you can download and print your receipts.

BCLA Asia conference with accommodation and/or tour tickets must be booked via our appointed tour operator, Jon Baines Tours, on a 3rd party website.

<u>Download the Conference & Tour brochure</u> for more information and for the full itinerary, or <u>book here</u> to reserve your place.