

5–6 October 2024 Grand Copthorne Waterfront





Group Registration Guide





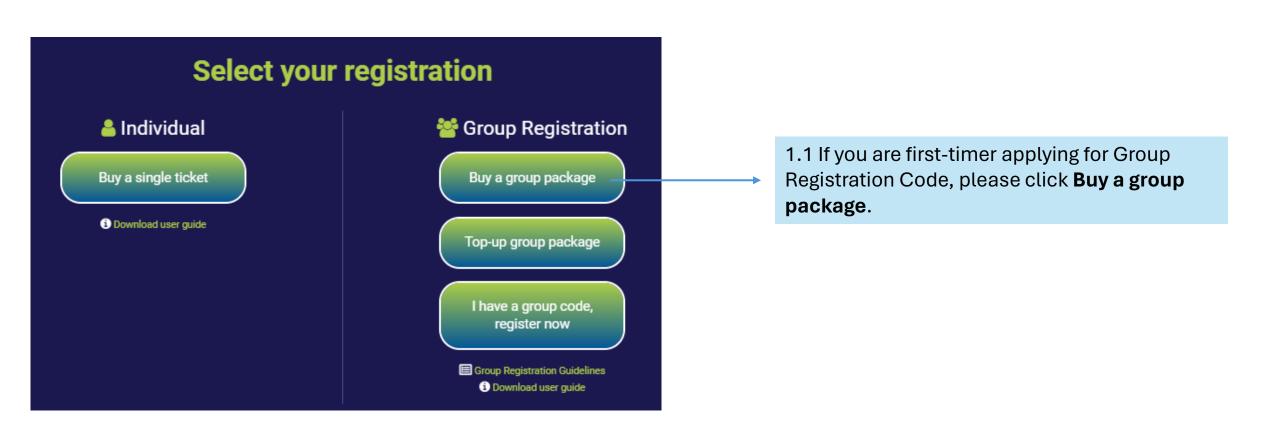


#### **Group Registration Types**

- 1. Buy a group package
- 2. Top up group package
- 3. I have a group code, register now

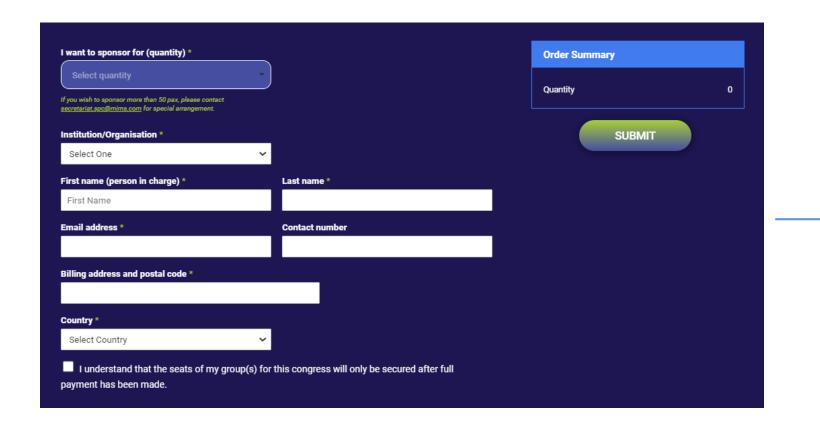


#### 1. Buy Group Package





### 1. Buy Group Package

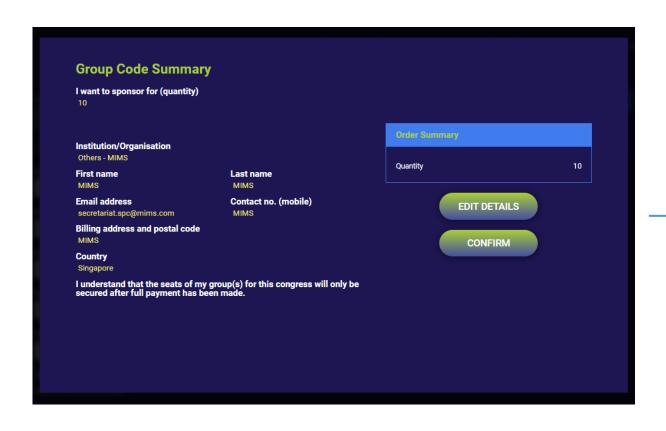


1.1 Fill up the details on the registration page and click **SUBMIT**.

Note: Minimum of 4 pax is required.



#### 1. Buy Group Package



1.2 If all details in the summary page are correct, click **CONFIRM** to purchase the group code. (Otherwise, click **EDIT DETAILS** to input the correct data.)

Your invoice will be generated when all the group codes that you received have been used by your registrants.

<sup>†</sup>A 30% discount is available for non-PSS group registrants from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Thailand, and Vietnam.

For non-PSS registrants from China and India, a 20% discount is available if you are registering a group with 10 or more members.

#### 1. Buy Group Package

### Your group code application is complete



#### THANK YOU FOR YOUR GROUP CODE APPLICATION.

Your unique group code number will be sent to your registered email within a day. We kindly ask you to also check your junk/spam folder in case the email is redirected there.

If you do not receive the email, please contact us at secretariat.spc@mims.com

Please note that the seats of your group(s) for this congress will only be secured after full payment has been made.

Thank you.

1.3 You will receive a confirmation on the SPC website, and a confirmation email with your group code will be sent to the email you registered with us.

### 1. Buy a group package



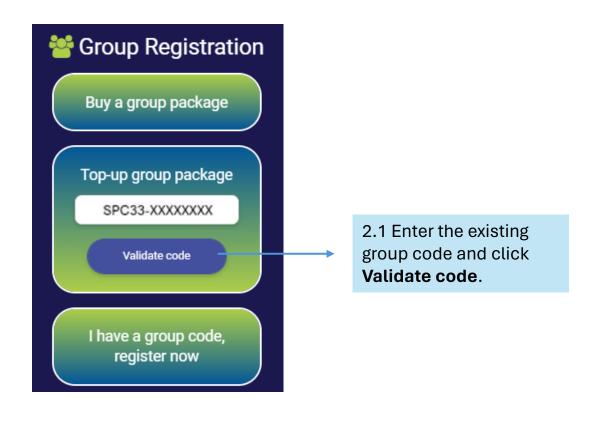
Thank you for registering to attend the 33<sup>rd</sup> Singapore Pharmacy Congress 2024. Your group code is SPC33-XXXXXXXX. Kindly disseminate this group code to colleagues in your organization to facilitate their participation in the Congress and **remind them to complete the registration within 1 week from the date when you received this group code.** 

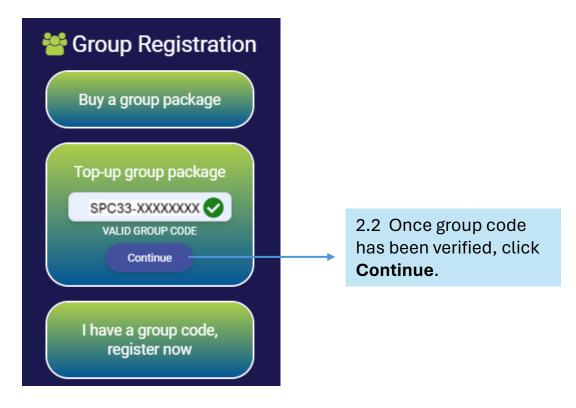
To know more about what we have in store for you at the 33<sup>rd</sup> Singapore Pharmacy Congress 2024, please explore the website at https://pharmacycongress.org.sg

1.4 Your group code will be sent in the confirmation email. Kindly remind your group members to complete the registration within 1 week from the date when you received the group code.



### 2. Top-up group package



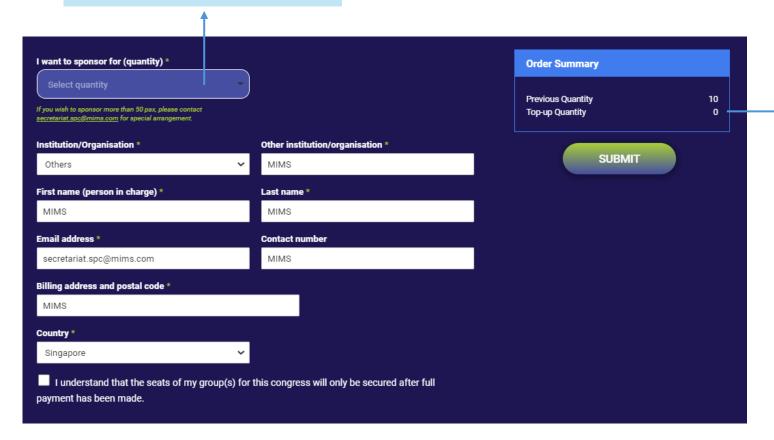






### 2. Top-up group package

2.3 Select the number of people you are sponsoring.



2.3 You can refer to "Order summary" to check previous quantity and top-up quantity. Once all is verified, click **SUBMIT**.

#### 2. Top-up group package

### Your group code application is complete



#### THANK YOU FOR YOUR GROUP CODE APPLICATION.

Your group code top-up application is successful. We kindly ask you to also check your junk/spam folder in case the email is redirected there.

If you do not receive the email, please contact us at <a href="mailto:secretariat.spc@mims.com">secretariat.spc@mims.com</a>.

Please note that the seats of your group(s) for this congress will only be secured after full payment has been made.

Thank you.

2.4 You will receive a confirmation on the SPC website, and a confirmation email with your group code will be sent to the email you registered with us.

Note: Your invoice will be generated when all the group codes that you received have been used by your registrants.

### 2. Top-up group package



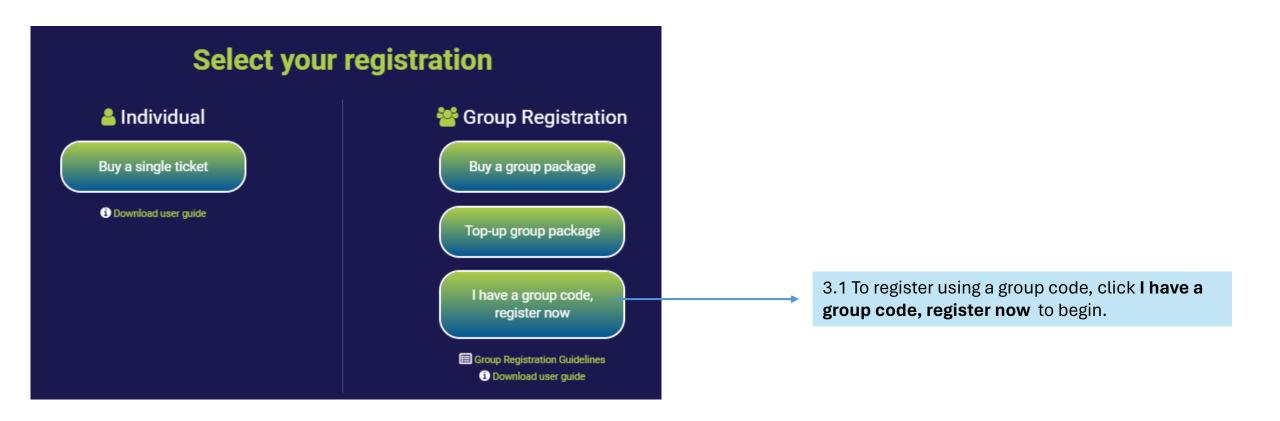
Thank you for registering to attend the 33rd Singapore Pharmacy Congress 2024. Your group code top-up application for SPC33-XXXXXXXX is successful. Kindly disseminate this group code to colleagues in your organization to facilitate their participation in the Congress and remind them to complete the registration within 1 week from the date when you received this group code.

To know more about what we have in store for you at the 33<sup>rd</sup> Singapore Pharmacy Congress 2024, please explore the website at https://pharmacycongress.org.sq

2.5 Your top-up group code will be sent in the confirmation email. Kindly remind your group members to complete the registration within 1 week from the date when you received the group code.

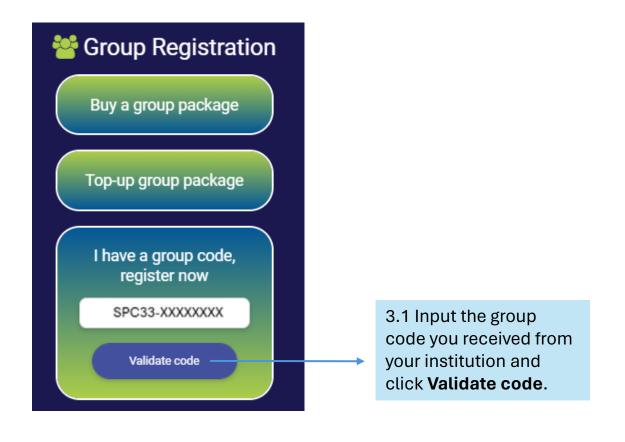


#### 3. I have group code, register now





#### 3. I have group code, register now

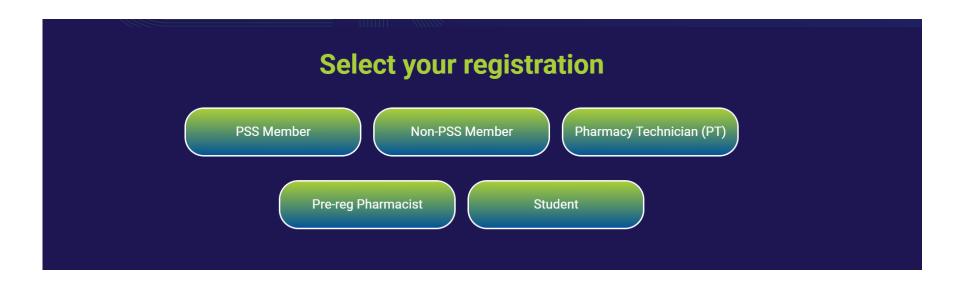






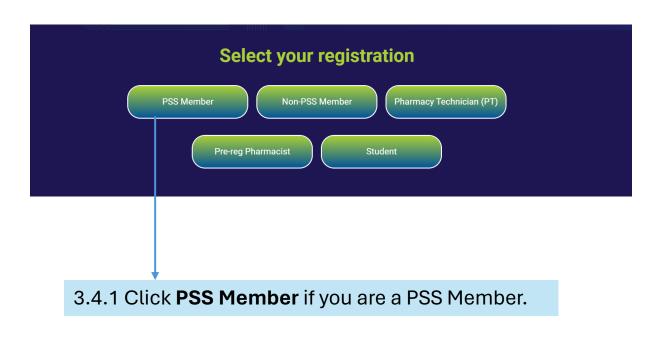
#### 3. I have group code, register now

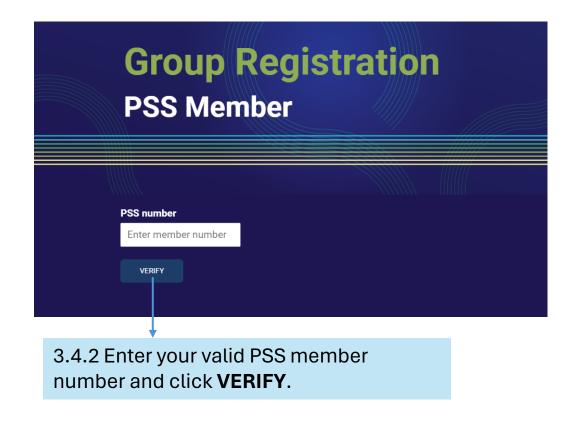
3.3 Select your registration type.





### 3.4 I have group code, register now – PSS Member







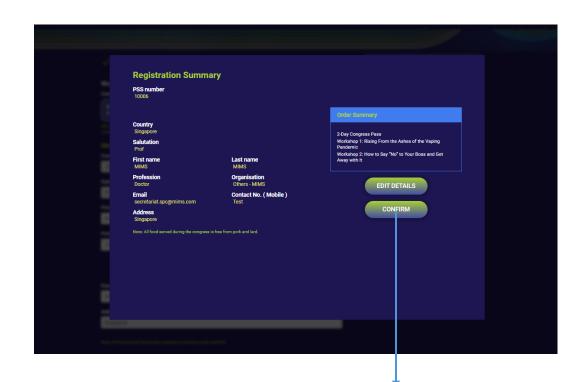
### 3.4 I have group code, register now – PSS Member

3.4.3 PSS members are entitled to 1 complimentary workshop. This is optional.

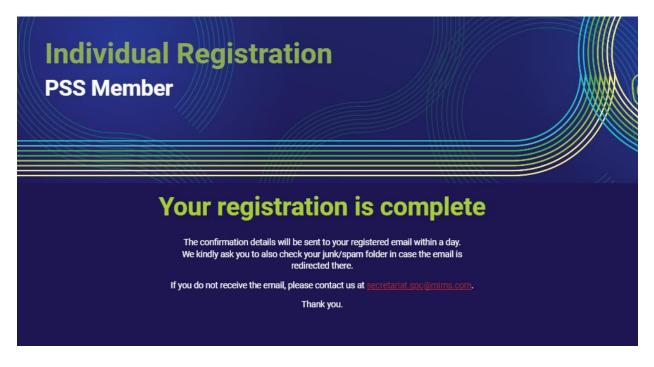




### 3.4 I have group code, register now – PSS Member



3.4.6 In the summary page, if all details are correct, click **Confirm**.



3.4.7 You will receive a confirmation note on the SPC website, as well as a confirmation email.



### 3.5 I have group code, register now – Non-PSS Member

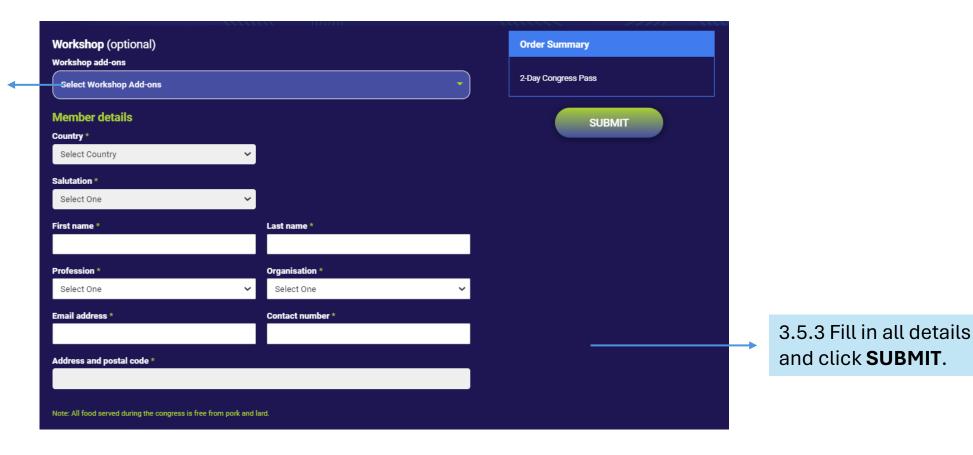


1.4.1 Click **Non-PSS Member** if you are not any of the following: a registered PSS member, a pharmacy technician, a pre-reg pharmacist, or a student.



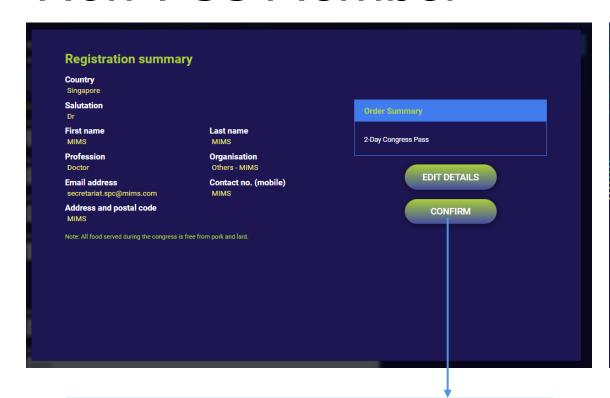
### 3.5 I have group code, register now – Non-PSS Member

3.5.2 You may add chargeable pre-congress workshops.





### 3.5 I have group code, register now – Non-PSS Member



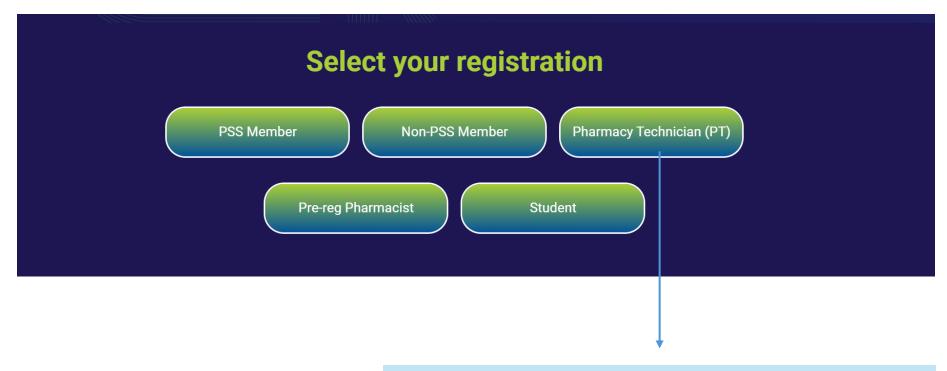


3.5.4 In the summary page, if all details are correct, click **Confirm**.

3.5.5 You will receive a confirmation note on the SPC website, as well as a confirmation email.



# 3.6 I have group code, register now – Pharmacy Technician



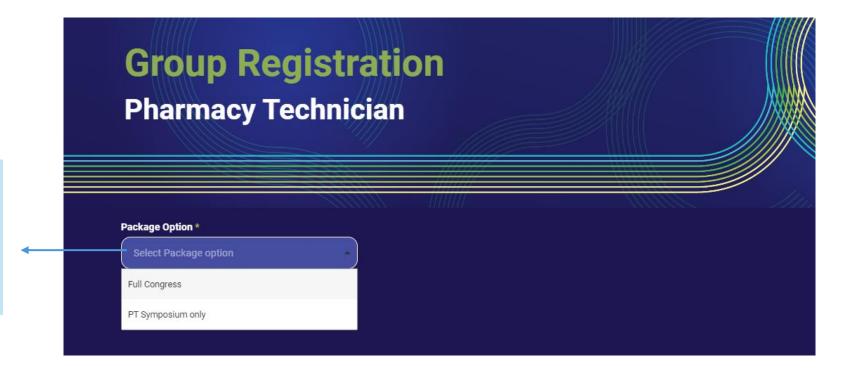
3.6.1 Click **Pharmacy Technician (PT)** for PT registration.



# 3.6 I have group code, register now – Pharmacy Technician

#### 3.6.2 Select your preferred package:

- Full Congress
   For access to 2 days of congress and complimentary access to Workshop 6.
- PT Symposium only
   For access to the PT Symposium only.





Select Workshop Add-ons

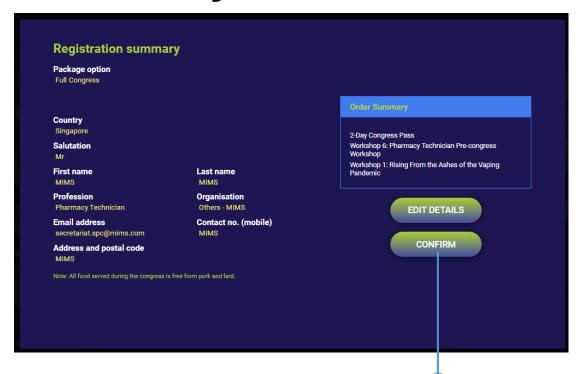
# 3.6 I have group code, register now – Pharmacy Technician

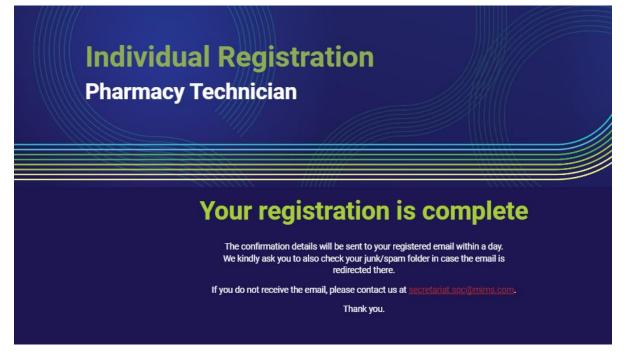


Fill in your details and click **SUBMIT**.



### 3.6 I have group code, register now – Pharmacy Technician

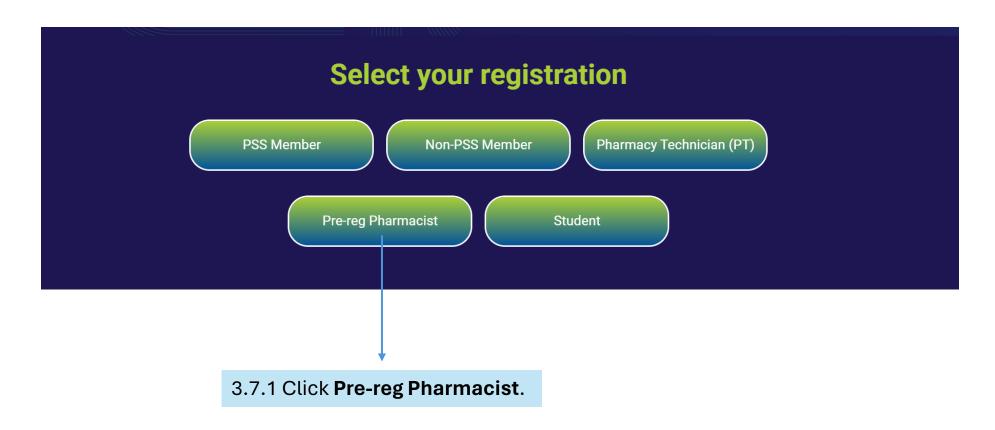




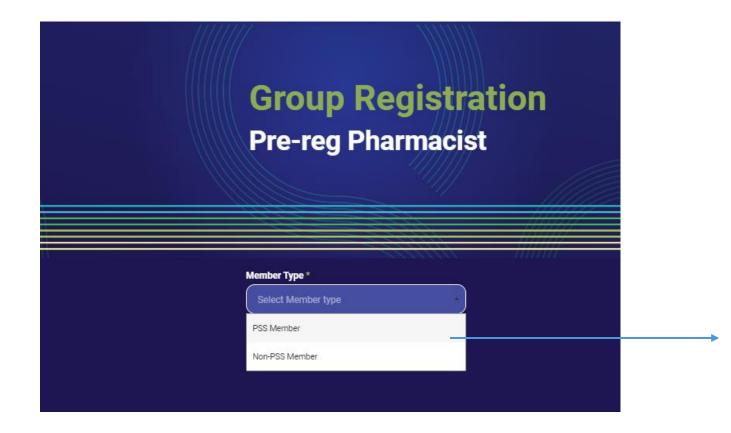
3.6.5 In the summary page, if all details are correct, click **Confirm**.

3.6.6 You will receive a confirmation on the SPC website, as well as a confirmation email.





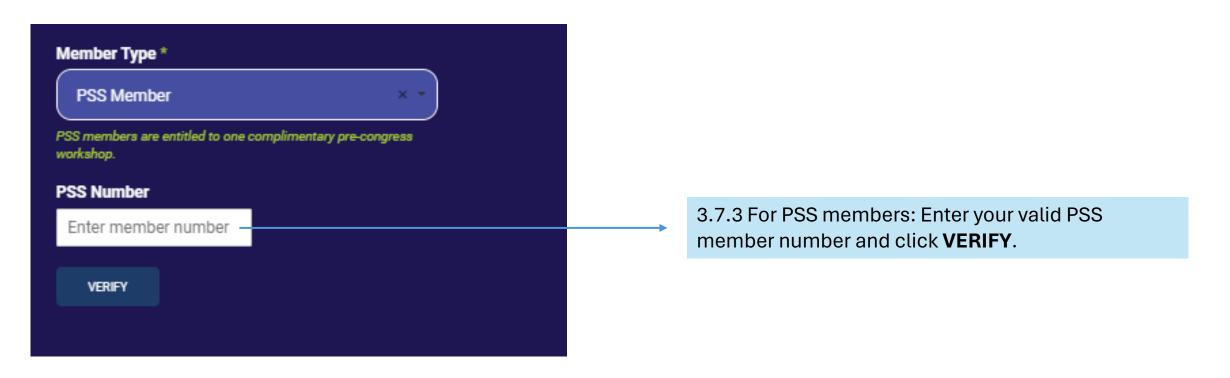




3.7.2 Select **PSS Member** or **Non-PSS Member**.

Note: PSS members are entitled to one complimentary pre-congress workshop.





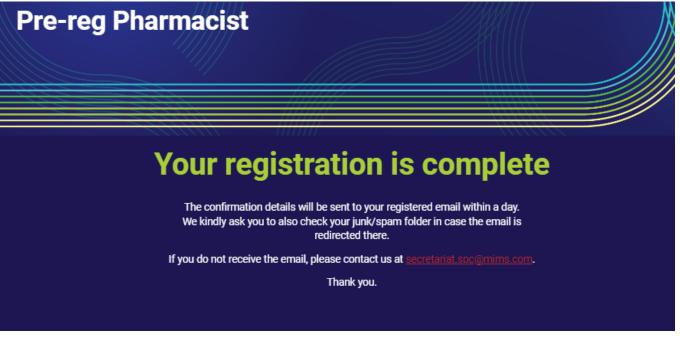


3.7.4 If you are a PSS member, you are entitled to one complimentary workshop (optional).







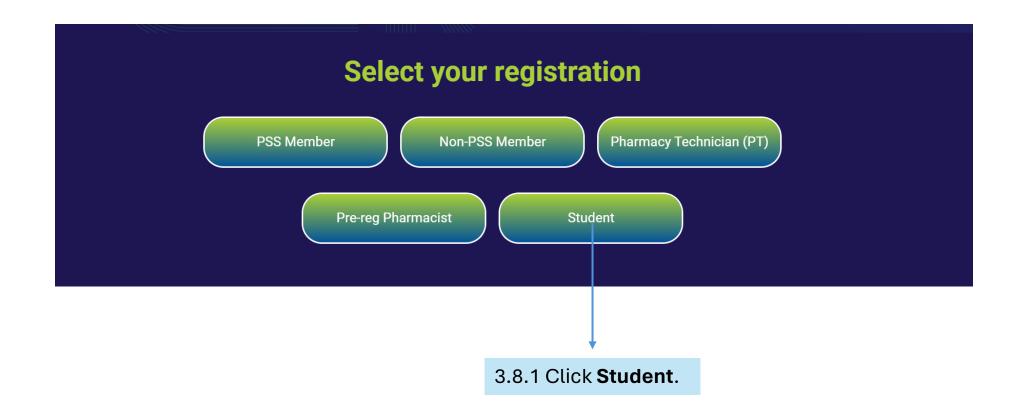


3.7.7 In the summary page, if all details are correct, click **CONFIRM**.

3.7.8 You will receive a confirmation on the SPC website, as well as a confirmation email.

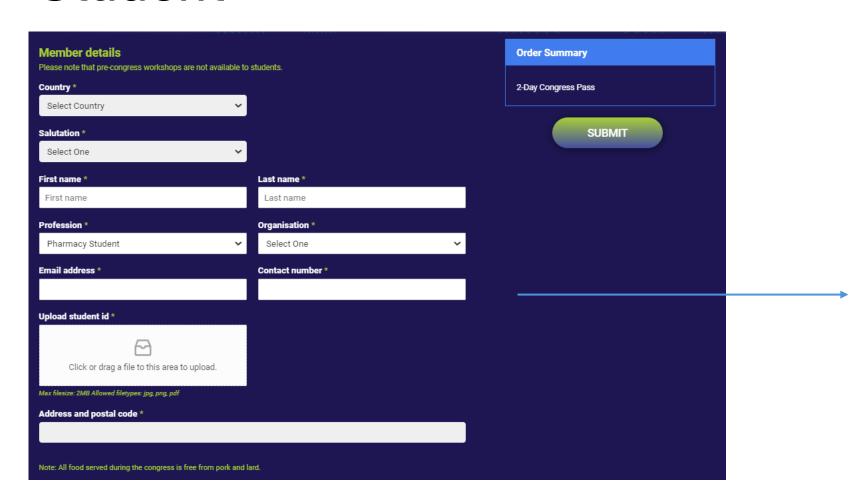


### 3.8 I have group code, register now – Student





### 3.8 I have group code, register now – Student

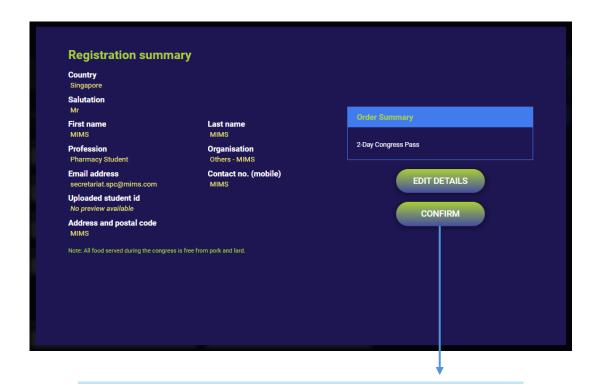


3.8.2 Fill in your details, upload your student ID, and click **SUBMIT**.

Note: Pre-congress workshops are not available to students.



### 3.8 I have group code, register now – Student



Student

Your registration is complete

The confirmation details will be sent to your registered email within a day. We kindly ask you to also check your junk/spam folder in case the email is redirected there.

If you do not receive the email, please contact us at secretarial spc@mlms.com.

Thank you.

3.8.3 In the summary page, if all details are correct, click **CONFIRM**.

3.8.4 You will receive a confirmation on the SPC website, as well as a confirmation email.