

Updating Your Conference Registration



GLOBAL CLINICAL
SUPPLIES GROUP

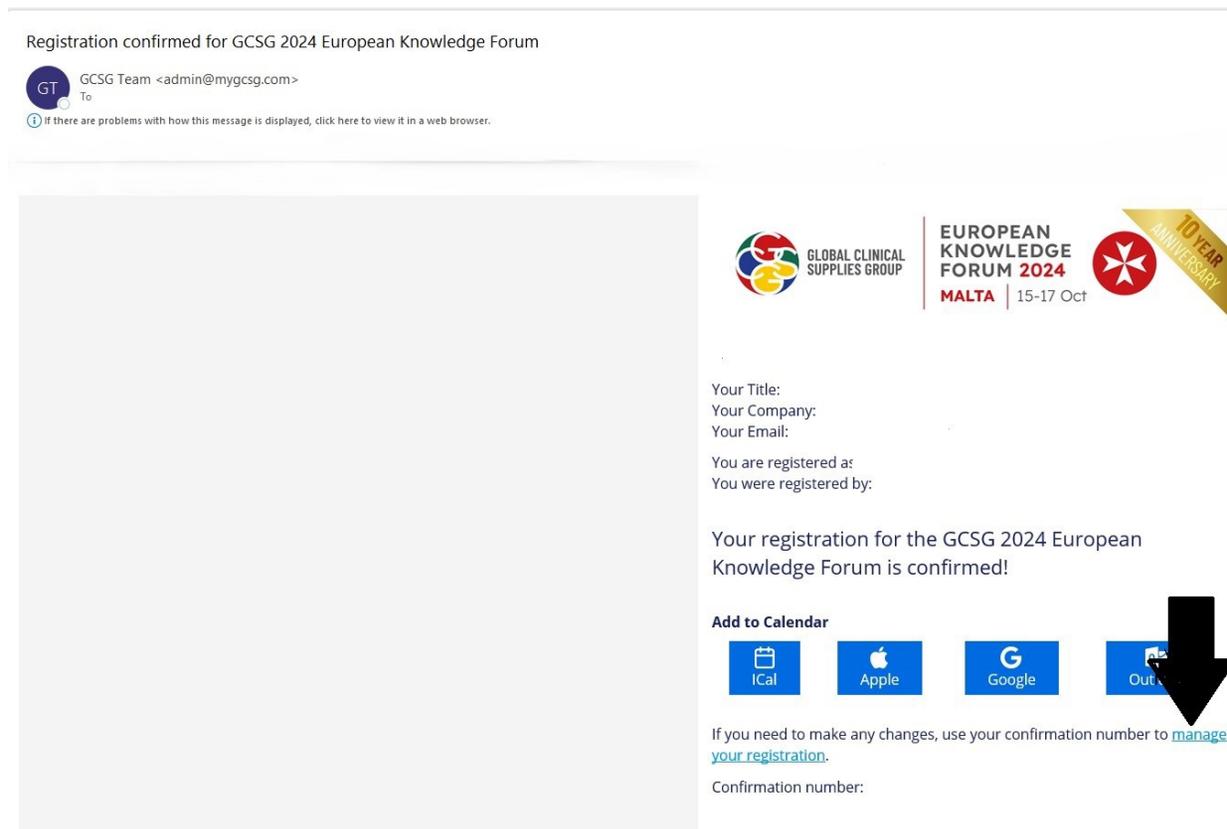
SHARE. COLLABORATE. IMPROVE.

Content

- How do I make updates to my conference registration?
- I forgot my registration confirmation number, now what?
- Modifying your registration (update personal information, change sessions or add a guest)
- Download your invoice/receipt
- Cancel your registration
- Substitute registration

Two ways to access your registration:

1. Registration Confirmation Email: When you registered, you received a confirmation email. Click on the "manage your registration" link in that email.



Enter your registration email address and confirmation number (both found in the confirmation email) in the pop-up box and click Log In.

The image shows a registration form for the European Knowledge Forum 2024. A pop-up box titled "Already registered?" is centered on the screen. The pop-up contains the following text and fields:

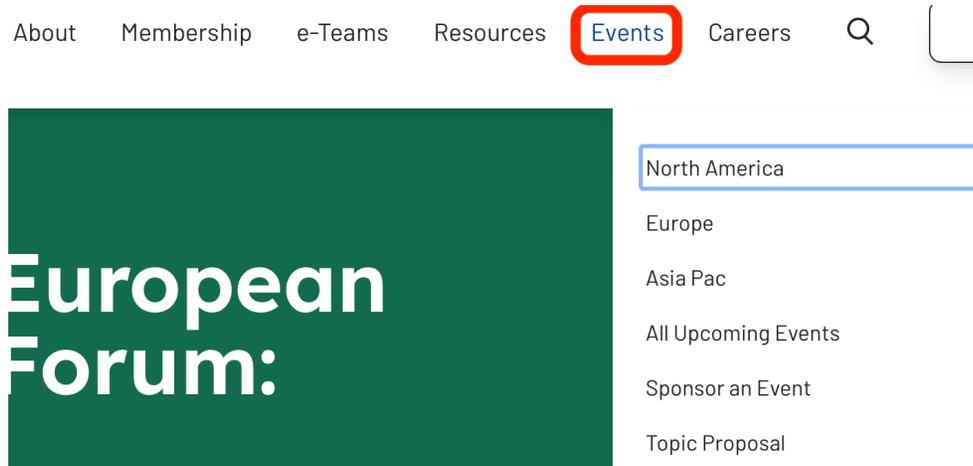
- Header: "Already registered?" with a close button (x).
- Instruction: "Enter the email address you used to register for the event, along with the confirmation number you received."
- Field 1: "* Email Address" with an input box. Below it, a red error message reads "Email Address is required."
- Field 2: "* Confirmation Number" with an input box. Below it, a blue link reads "Forgot your confirmation number?"
- Button: A blue "Log in" button.

The background registration form includes the following elements:

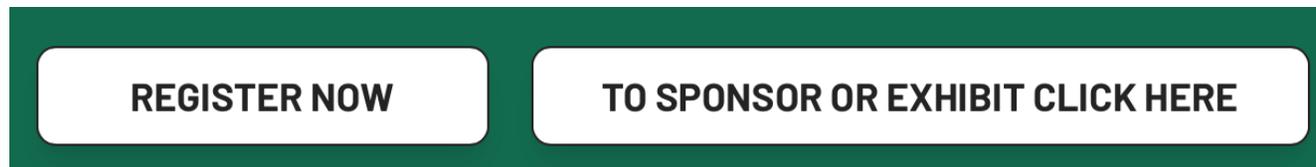
- Logos: Global Clinical Supplies Group and European Knowledge Forum 2024 (MALTA | 15-17 Oct).
- Anniversary: "10 YEAR ANNIVERSARY" banner.
- Link: "Already registered?"
- Form Fields: "Attendee's Country of Residence" (dropdown), "Attendee's Primary Area(s) of Expertise" (checkboxes for Pharmacist, Quality / Regulatory, Packaging / Labelling, Manufacturing, Clinical Operations, Clinical Supplies Management), and "Does the attendee have any dietary restrictions?" (checkboxes for No allergies or restrictions, Vegetarian, Vegan, Gluten-Free, Nut Allergy).
- Footer: "A country code, with the +, must be included (e.g. +44). We'll use this for mobile login verification."

2. GCSG website:

- Go to the website page of the conference you wish to attend
 - Conferences can be found under the Events tab



- Click on the appropriate registration button in the header of the appropriate page to be taken to the registration page.



Click on the “Already registered?” link at the top of the page

Add your email address and registration confirmation number in the pop-up box and click Log In

Forgot your confirmation number? Click the “Forgot your confirmation number?” link and follow the prompts.

GLOBAL CLINICAL SUPPLIES GROUP

EUROPEAN KNOWLEDGE FORUM 2024
MALTA | 15-17 Oct

10 YEAR ANNIVERSARY

[Already registered?](#)

Personal Information

Complete the information below, then click Next to continue.

Please Note: This registration flow is for Pharma/Biotech, Consultants & Vendor/Operations only. If you are BD/Sales you will need to purchase a Sponsorship/Exhibit booth and you will be sent a link to register approximately three weeks after your purchase.

* Registration Type

Already registered?

Enter the email address you used to register for the event, along with the confirmation number you received.

* Email Address

* Confirmation Number

[Forgot your confirmation number?](#)

Log in

Modify Your Registration: Once logged in, scroll to the bottom of the page and click "Modify Registration."



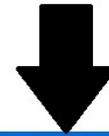
Available Modifications:

- Personal information
- Sessions
- Add a guest to the GCSG Night Out

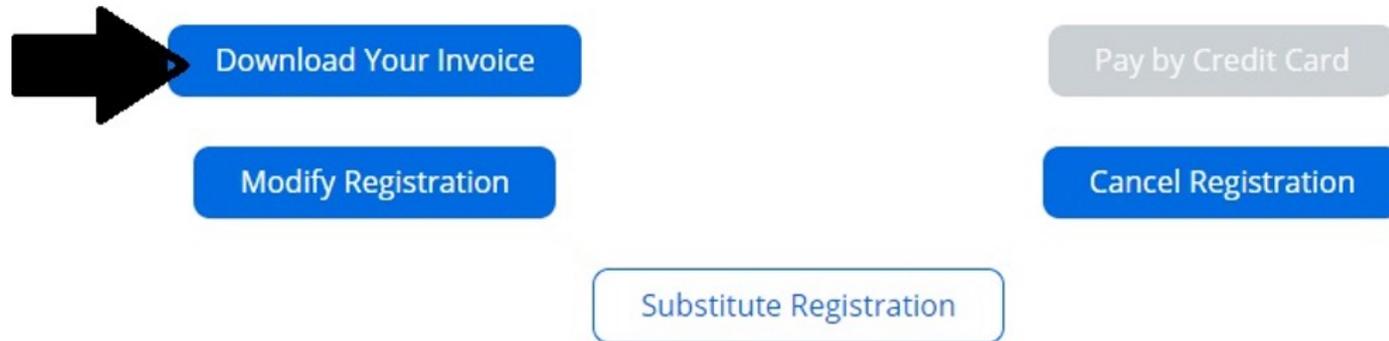
Click through to the appropriate page of the registration process to make the desired update.

Submit Changes: Once you've made all your changes, click "Submit." You'll receive a "Registration Updated" email containing a summary of your updates.

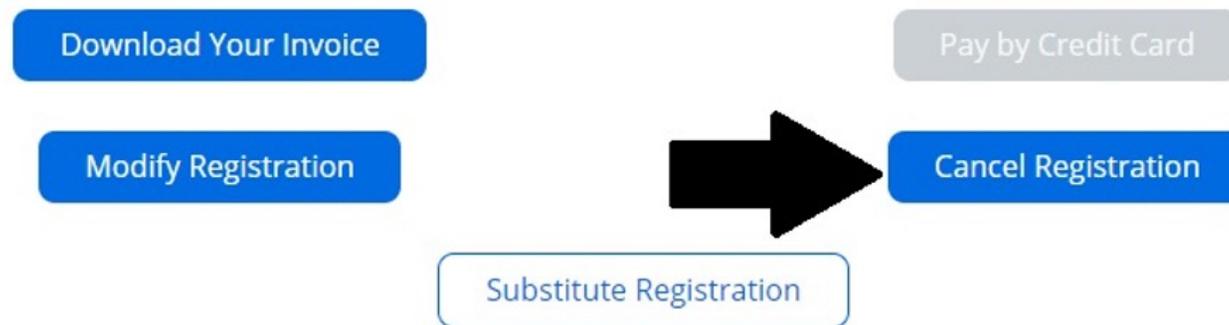
Regulations		
Lunch - Exhibitor Displays Open	17/10/24, 12:15 - 17/10/24, 13:15	Free
WS02.2 - Clinical Supply Chain Open Forum	17/10/24, 13:15 - 17/10/24, 14:15	Free
Room Transfer	17/10/24, 14:15 - 17/10/24, 14:30	Free
WS10.2 - QP Certification, your questions answered	17/10/24, 14:30 - 17/10/24, 15:30	Free
Room Transfer	17/10/24, 15:30 - 17/10/24, 15:45	Free
Plenary - Environmental Sustainability and the Supply of Medicines for use in Clinical Trials	17/10/24, 15:45 - 17/10/24, 16:45	Free
Closing Remarks, Survey Completion & Prize Draws	17/10/24, 16:45 - 17/10/24, 17:00	Free



Download your invoice: Once logged in, scroll to the bottom of the page and click "Download Your Invoice." The invoice will automatically download to your device.



Cancel Registration: Once logged in, scroll to the bottom of the page and click on “Cancel Registration”. Complete the required information and click Submit to confirm Cancellation. If eligible, the refund will be processed through the original payment method.*



* Review the cancellation policy before clicking the Cancel Registration button as this can not be undone. Remember, you can complete a substitution at any time without penalty.

Substitute Registration: Once logged in, scroll to the bottom of the page and click on “Substitute Registration”. Enter the name and email address of the person you are transferring your registration to and confirm by clicking on “Submit”.

Substitute Registration ×

Who are you transferring your registration to?

Enter the person's information so we can send it to them.

* First Name

First Name is required.

* Last Name

* Email Address

Submit

If you have trouble finding or editing your registration, please reach out to ConferenceHelp@mygcsfg.com (US), EKFConferenceHelp@mygcsfg.com (Europe) or APACConferenceHelp@mygcsfg.com (AsiaPac) (as appropriate) for assistance