



CONGRESS

Congress 2019

Booking Workshops Online

We have an excellent selection of Workshops available for booking at Congress 2019.

In order to be fair to all delegates we are opening the bookings on the date specified in the notification email and all bookings will be completed online. There are limited spaces for each and any remaining spaces will be available at the Congress Reception during the event.

We would like to provide some instruction on how you can book your Workshop space using our online registration system. Please take a moment to read through these details and instructions to ensure a smooth process.

Congress 2019 Registration Website

Having received notification that the Workshop bookings are now open please navigate to the Congress 2019 Registration Website.

As you have already registered for Congress 2019 you can now click on one of the "Already Registered?" links.



Logging in to your account

To access your registration account, enter your email address and the Confirmation Number which was provided in your confirmation email and the email notification about Workshop bookings.

You will then see your registration details with some Menu button options at the top and Confirmation, Agenda, Travel and Group links on the left. These contain the details of your registration.

Making a booking

Clicking on the Amend Booking button will take you to the details of your current Registration.

You will be able to proceed through the stages of your registration and your progress will be shown in the progress bar at the top of the page.

Click through Registration Information and Registration Items until you come to **Session Registration**.



Workshops are arranged in chronological order in Sessions.

You will only be able to select one workshop for each session as they are held at the same time.

Make your selection by clicking on the radio button next to the Workshop title.

You will notice, after the title, the number of places remaining on that workshop. If that number is exceeded, you can still select the workshop but you will be added to a waitlist.

There is a clear selection link at the bottom of each session if you decide not to book one of the workshops in that session.

You can also book Commercial workshops on this page and these will then show in your schedule on the Congress App.

When you have completed your selections, click on the next button.

You can click right through to the end of the registration process and click Finish to save your bookings.

Back on your homepage you can now click on My Agenda and you will see the workshops you have booked.

If you have downloaded the Congress 2019 App these booked sessions will show on your Schedule.

If you have any questions, please contact congress@iat.org.uk

The screenshot shows the registration process for Allan Thornhill. At the top, there is a progress bar with four steps: Registration Information, Item Selection, Summary, and Payment. The 'Item Selection' step is currently active. Below the progress bar, the user's name 'Allan Thornhill' is displayed. The 'Current Selection' section shows 'Congress Committee' with a value of 'GBP .00'. The 'Session Registration' section has links for 'Show All Descriptions' and 'Hide All Descriptions'. The main content area is divided into two sections: 'Tuesday, 9 April, 2019' and 'Wednesday, 10 April, 2019'. Under 'Tuesday, 9 April, 2019', there are 'Workshops' listed under 'Scientific Workshops'. 'Workshop Session 1' contains three workshops: 'Workshop 1 - RSPCA - animal perspectives [30 remaining]', 'Workshop 2 - Home Office - Severity-Cumulative, Ageing; and other interesting cases [40 remaining]', and 'Workshop 3 - NC3Rs - Fundamental concepts in experimental design: randomisation and blinding [32 remaining]'. Each workshop lists its start date, start time, and end time. Under 'Wednesday, 10 April, 2019', there are 'Commercial Workshops' listed under 'Workshops in the Trade Exhibition'. A 'Hide Description' link is present. The description states: 'Commercial Workshops are "drop in" sessions located in the Exhibition Hall. Come and hear more about the latest innovations and products from our exhibiting partners'. A specific workshop is listed: 'Commercial Workshop - Scanbur [28 remaining]' in 'Workshop Theatre - Exhibition Hall'. Its start date is Wednesday, 10 April, 2019, with a start time of 10:00 and an end time of 10:30. The description for this workshop is: '"Drop-in" Workshop presented by Scanbur. Does relative humidity affect reproducibility of research?'.