

Guide for registering to the NKF-Symposium 2019

1. – Info

Please start by orienting yourself on the symposium website before starting the registration.

Make sure you've read all the information on the Lab Tours to choose the right one for you.

Please also read the details on the symposium dinner and be aware that the dinner is at your own expense, included in the registration fee when choosing the “dinner” option.

Please also find your NKF-membership number (if applicable) and have this ready for the registration, to get your membership discount.

2. – Registration

When you find yourself on the symposium website, please click on the “Register here” button to start the registration. Choose the applicable registration-type for you: “Non-member” or “NKF-member” (the latter requires a membership no.)

- Click on “*tilmeld*” to get to the next page.

3. – Choosing options

On this page, please check over once again to make sure you've chosen the right registration-type.

In the section “*tilkøb*”, you'll be able to choose to add the symposium dinner for an extra 550 DKK.

- Click on “*Næste*” in the lower right corner, to go to the next page.

4. – Personal info for the invoice

Please fill out your personal information, so we can get in contact with you for invoice and later practical info on the symposium:

Fornavn: First name

Mellempavn: Middle name

Efternavn: Last name

Adresse: Address

Postnr: Postal code

By: Country and city (e.g. GB – London)

Telefon nr.: Telephone no.

In the section “*Ekstra informationer*”, we'll ask you to choose the following:

Preferred diet for lunch during the symposium

Notice on allergies (if applicable)

Preferred lab tour, the day before beginning of the symposium (if applicable)

Preferred menu for the symposium dinner (if applicable)

- Click on “*Næste*” in the lower right corner, to go to the next page.

4. – Finishing your order

You'll now see a total sum of your order and registration.

Tick the small box in the left corner, to make your consent that you agree to the terms and conditions of the buy. “*Jeg accepterer de generelle betingelser for brug af siden, betaling og tilmelding.*”

- Click on “Gennemfør betaling” in the lower right corner to finish your order and proceed the payment.

4. – Confirmation and payment

Soon after finishing your order, you should receive a confirmation e-mail with the details of your registration and an invoice attached as a pdf-file.

Please make sure to pay the invoice via bank transfer oct. 7th the latest, to be able to join the symposium.

Should you have any problems with your registration, please don't hesitate to contact us via: tilmeld@nkf-dk.dk

We're looking forward to seeing you!