



## Online Booking of Registration, Hotel Accommodation And Booths in the exhibition areas

### How To Make Your Own Account

- Visit our website: [www.alfamedical.org](http://www.alfamedical.org)
- Sign in as an **Attendant** or **Company** to create your own account, with your own User Name and Password.
  1. You will receive activation e-mail, click the link or copy to your browser to activate your account
  2. If you don't find the e-mail in your mail box, check junk folder and move it to your inbox
  3. After activation you will be returned to the home page to login (For first time users ONLY)
- Choose from the list on the left side **"Medical Congresses"** or **"International Trade Fairs"**
- When the events appear scroll down to find the event you want, and then click the icon titled **"More"** to open all available data and the event prints.
- To send abstract, click the icon titled: **"Send Abstract"**, the abstract form will be opened, kindly fill all fields carefully as the abstract will be printed in the abstract book as you send without changes, you will receive a copy of the abstracts you sent by e-mail.
- To make reservations for attendants, click the icon titled: **"Guest Reservation"**, so you can review the whole registration form, with its details, kindly book your registration first to open other reservations as hotels and social programs.
- For hotel reservation, choose the hotel, room type, arrival and departure dates and also the number of rooms needed then click the icon titled **"Reserve"** to confirm the reservation, you will have a message below it, denoting that this item is reserved. For other reservations, choose the item and the number of persons; Click **"Reserve"** to confirm.
- Don't forget to put the names for each reservation; you can change these names at any time up to deadline of the event, even after the payment of the invoice.
- You can print your invoice electronically including the methods of payment, just scroll down to find **"Invoice Summary"** then click **"Printable Version"**.
- If you choose to pay by Credit Cards, you will be transferred to the secured website of Arab African International Bank; it is worldwide bank, especially within Africa. If you complete the procedures for payment, the printable version of your invoice will be confirmed as paid with payment details, also you will receive a copy of the paid invoice by e-mail.
- If you choose to pay by Bank Transfer, kindly mention invoice number, and send us the transfer sheet in due time by e-mail.
- You can also cancel any item in the reservation and make another one at any time before deadline (If there is still availability).
- You can check or change your profile data and all reservation history at any time by clicking the icon **"Profile"** within the home page of our website.
- To Book your booths in the exhibition area, click the icon titled: **"Booth Reservation"**, so you can review the full details of exhibition areas with all specifications and diameter of booths, kindly book your booth and pay by the same methods of payments as before, you can print your electronic invoice, don't forget to mention invoice number in your bank transfer.