

# RCSLT Conference 2025: 80 years and beyond

## Paying by invoice – step-by-step guide

Payment by invoice is only available for group bookings of £100.00 or more. If your total booking amount is under £100.00, payment **must** be made by credit or debit card at the time of registration. This guide will help you to follow the steps needed to easily book and pay for your group.

### 1. Confirm delegate numbers and total cost

- Decide how many colleagues you are registering and what ticket type they require (e.g. member, or discount rate for NQPs).
- [Ticket prices and more information can be found on our website.](#)
- Calculate the total cost of your group booking (must be £100 or more to pay by invoice).

### 2. Raise a purchase order (PO)

- Contact your finance team to raise a PO that matches the total booking amount.
- Send a copy of the PO to [rsvp@rcslt.org](mailto:rsvp@rcslt.org).
- You must have the PO number ready before you begin the registration as you will not be able to proceed without it.

### 3. Complete online registration

- Go to the [conference registration page](#).
- On the first page of the registration form, you'll be asked to enter your PO number. Please ensure to input the correct PO number here to continue.
- One person should complete the booking on behalf of the entire group, so please have all delegate details ready.
- On the registration summary page, you will find the option to 'add another participant', you will need to enter each participant's details individually so repeat this step for every additional delegate.

### 4. Choose payment method

- When you reach the payment and checkout page, select 'Pay via bank transfer'.

### 5. Receive invoice and process payment

- After completing the registration, you will receive an automatically generated proforma invoice.
- Please forward this invoice to your finance team to process payment.

## **6. Access to the platform**

- Access to the conference platform will be granted once payment has been received.  
Please allow up to 7 days for access to be given.

If you have any questions or need support, please contact us at [rsvp@rcslt.org](mailto:rsvp@rcslt.org).

We look forward to welcoming you to the RCSLT Conference 2025!