



## 17<sup>th</sup> International Conference of Drug Regulatory Authorities

Cape Town, South Africa: 27 November - 2 December 2016

### Step 1 – Create an account

- When you click the green button on the registration page, you will be linked to <http://icdra.professionalhosting.co.za/ICDRAConference/index.xhtml!>. This is the online registration system. The first step is to create an account.
- The page will look like this. Click “Create an account”.

**Login**

17th International Conference of Drug Regulatory Authorities  
Cape Town, South Africa 27 November - 2 December 2016

Email Address	<input type="text"/>
Password	<input type="password"/>

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[Create an Account](#)

- You will be required to enter at least your basic details. Try fill in as much information as possible, but please make sure you include the following information:
  - Title
  - First Name
  - Surname
  - Email Address
  - Company
- Once you have filled in your basic details, click “Next” (right hand side). Complete each section in this manner until you reach the tab “Confirm Details”.
- Check all of your details are correct and then click “Save all Details”. The following screen will come up. Click “Login”.

**Registration Complete**

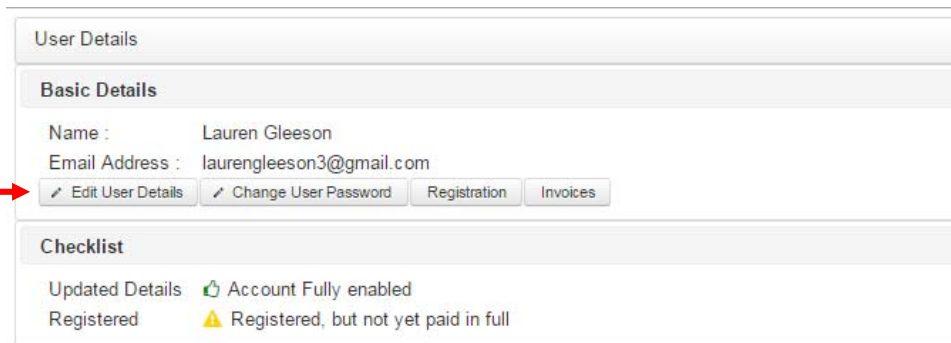
Click the link below to go back to the login page.

[Login](#)

- **NOTE:** You will not be able to log in to your account until you have validated your email address. When you save your details and create an account, the system will send you an email with a link to validate your email address. Click on this link to validate your email address before proceeding. If you do not get this link, please check your Junk Mail and if you still have not received it contact Simone on [simone@soafrica.com](mailto:simone@soafrica.com).

## Step 2 – Log in to your account

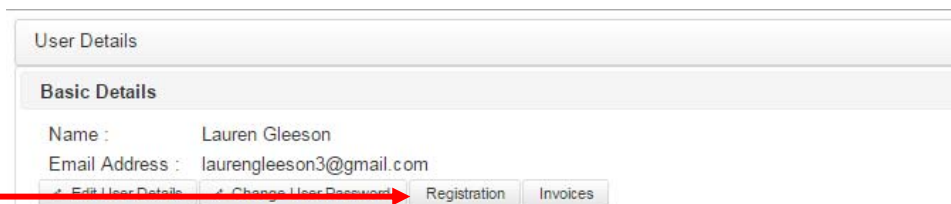
- Once you have validated your email address you should be able to log into your account. Enter your email address and password as per the details you confirmed and the email received.
- Once you are logged in, the following screen will appear –



- Please check your User Details by clicking the “Edit User Details” button and ensure everything is correct.

## Step 3 – Registering for the conference

- To register for the conference and select which events you would like to attend, click the “Registration” button.



- A screen will open with two tabs – “Current Registration Items” and “Add More Items”. Ensure you are on the “Add More Items” tab (see screen shots on the next page). In this screen, select the registration items you would like to attend, then click “Save Changes”. If you cannot see the “Save Changes” button at the bottom of your screen, reduce the zoom/view to 90%.
- The “Current Registration Items” tab can be used to see a summary of what you have registered for.



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### Registration Details

Current Registration Items [Add More Items](#)

Item List - Click to add to Registration

Item Name	Item Price
Pre-ICDRA meeting (Open) 27 - 28 November 2016	\$500.00
ICDRA Meeting (Closed) 29 November - 2 December 2016	\$0.00
Pre-ICDRA & ICDRA Combined 27 November - 2 December 2016	\$0.00
Pre-ICDRA Welcome Reception 27 November 2016	\$0.00
ICDRA Welcome Reception 29 November 2016	\$0.00
ICDRA Gala Dinner 1 December 2016	\$0.00
Tour Option 1 - Cape Town City, Table Mountain & Diamond Tour 30 November 2016	\$0.00
Tour Option 2 - Winelands Afternoon 30 November 2016	\$0.00
Tour Option 3 - Cape Peninsula Afternoon 30 November 2016	\$0.00

Remove	Name	Discount	Price	Quantity
No records found.				

Invoice Total : \$0.00

[Save Changes](#) [Generate Quote](#) [Accept Quote](#) [Reject Quote](#)

[Cancel Changes](#)

When registering, please remember the following information:

**An open pre-ICDRA conference event, titled “Patients are Waiting: How Regulators Collectively Make a Difference” will be convened from the 27 – 28 November 2016 at the Cape Town ICC.**

- Registration for the pre-ICDRA conference event is open to delegates from Drug Regulatory Authorities and other interested parties, such as industry, civil society, scientific institutions and non-governmental organizations.
- A registration fee is applicable to representatives from industry, civil society, scientific institutions and non-governmental organizations attending the pre-ICDRA conference event and payments will be facilitated through the online registration process.
- The cost for non-Regulatory Authorities to attend pre-ICDRA is \$ 500 (USD) per person. A fixed US Dollar (USD) / South African Rand (ZAR) exchange rate of R 15 to 1 USD has been set to accommodate payment in Rands by local stakeholders. Please contact the event organizer to facilitate payment in South African Rands.
- No registration fees are imposed for Drug Regulatory Authorities attending Pre-ICDRA.

**The 17th International Conference of Drug Regulatory Authorities (ICDRA) will be held at the International Convention Centre (ICC), located in Cape Town, South Africa, on the 29 November – 2 December 2016.**

- Registration for the 17th ICDRA is open exclusively to delegates from Drug Regulatory Authorities. No registration fees are imposed for delegates attending the 17th ICDRA.
- All registrations require approval from the WHO. The WHO aims to approve all registrations within 72 working hours.
- Once your registration has been approved, you can log into your account, download a quote, accept the quote and download an official invoice with the conference bank details.

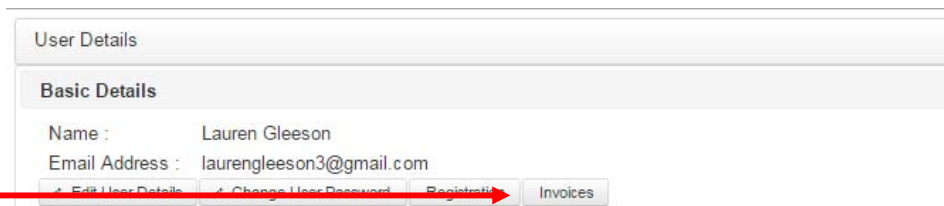


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## Step 4 – Generating Quotes and Invoices

- We suggest that you only generate quotes and invoices once your registration has been approved.
- You will receive an email once your registration has been approved stating that your current invoice items have been approved.
- To generate a quote, log into your account and click the “Invoices” button.



User Details

Basic Details

Name : Lauren Gleeson  
Email Address : laurengleeson3@gmail.com

Buttons: Edit User Details, Change User Password, Registration, **Invoices**

- Your Invoices screen will open.
- Click on the invoice line item. And click “Edit Invoice”.

Invoices

Current Invoices (1 of 1)

Invoice Number	User	Invoice Date	Purchase Order Number	Total Items	Invoice Total	Payments Received	Invoice Status
128	Gleeson	20 June 2016	Testing	2	\$500.00	\$0.00	Invoice Generated

Buttons: Edit Invoice, Cancel Invoice, Submit Payment, Download PDF Invoice, Download Users Statement

- Go to the “Add More Items” tab, then click “Generate Quote”. A quote will be emailed to you.
- You will need to close the Invoices Window and go back in to it for the changes to be effected. NOTE: It is advisable to stay logged in, but just close this window.
- You will then be able to click “Accept Quote”. This button will allow you to insert a Purchase Order Number and any other information. Click “Generate Tax Invoice”. This will email your invoice to you.

Invoice Details

Purchase Order Number: Test PO Number

General Comment: Test Comments

Buttons: **Generate Tax Invoice**, Cancel Changes

- NOTE: The system will generate an invoice in US\$. If you require an invoice in ZAR please generate your invoice in US\$ and forward this to [simone@soafrica.com](mailto:simone@soafrica.com), asking for an equivalent ZAR invoice.



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### Step 5 – Submitting Payment

- Access to and attendance at the conference will only be confirmed on receipt of payment. Payment is due prior to the start of the Conference. In the event of the conference being sold out, preference will be given to persons who have paid their registration in full.
- You are welcome to pay via EFT (the bank details are on the invoice) or Credit Card.
- To pay by Credit Card, you will pay via PayGate on the registration system.
- To do this, select the relevant invoice. It should say “Invoice Generated” under the “Invoice Status” column.
- Click “Submit Payment”
- Enter the payment amount.
- Select “Process Card Payment”. Wait patiently – this will change over to the PayGate website. Submit all relevant details via this page.

Should you require any further information or assistance please do not hesitate to contact us.

#### **ICDRA 2016 Secretariat**

##### ***Registration Manager***

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