

## Corporate Delegate Registration – User guide

- 1) Visit the registration page of OSHRM Conference website (<https://www.oshrmconference.com/site/eventRegistration>)
- 2) Click on 'Register' button under Register Your Company section

The screenshot shows the OSHRM Conference website's registration page. The header includes the OSHRM logo and navigation links: HOME, ABOUT, CONFERENCE, AGENDA, SPONSORS & EXHIBITORS, OSHRM CONFERENCE, VENUE, CONTACT US, MEMBERSHIP, and LOGIN. The main content area is divided into two tabs: 'NON OSHRM MEMBERS' (selected) and 'OSHRM MEMBERS'. The 'CORPORATE DELEGATE REGISTRATION' section contains a form with the following fields: Full Name \*, Email \*, Gender (Choose), Contact Number \* (968(OM)), Company Name \*, Designation \*, Nationality \* (Select), and Delegate type \* (Select). Below the form is a checkbox for 'I Accept terms and conditions \* (Click here to view the Terms and Conditions and Cancellation Policy)' and a 'VERIFY' button. To the right, there is a 'REGISTER' button and a highlighted yellow box titled 'REGISTER YOUR COMPANY' with a 'REGISTER' button inside.

- 3) Fill in the company details in the registration form and submit the same. (Please note that the email address used at the time of registration will be treated as the username and cannot be changed.)

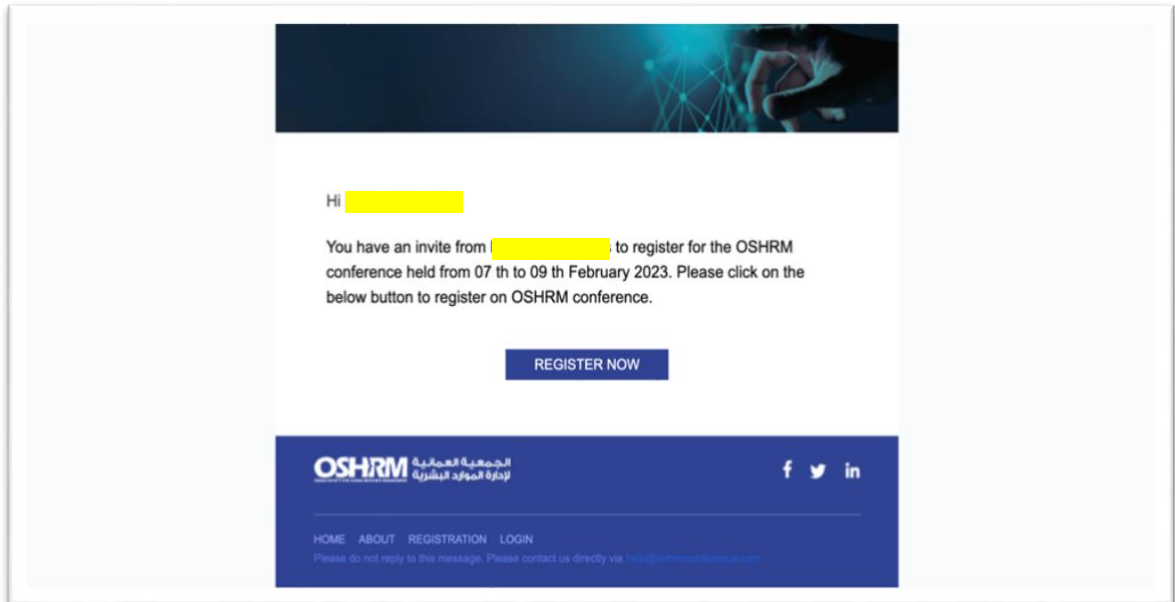
The screenshot shows the OSHRM Conference website's registration page, specifically the 'REGISTER YOUR COMPANY' section. The header is the same as in the previous screenshot. The form contains the following fields: Company Name \*, Address \*, City \*, Country \* (Select), Email \*, Website, Contact Person \*, and Contact Number \* (968(OM)). A 'SUBMIT' button is located at the bottom left of the form. On the right side, there is a decorative graphic of a map of Oman.

- 4) Once you submit the corporate registration form, an email will be sent to the registered email address with the username, password and link to login to the corporate portal. (<https://www.oshrmconference.com/login>). Enter the details and login to the portal.

- 5) From your profile section of the portal, please go to the 'Registration Request' tab and click on '+Send Requests – OSHRM Conference 2023'

- 6) Enter the type of registration and the Name and Email of the employee whom you would like to invite for OSHRM conference. Then click on send request button

- 7) The employee will receive the email with the registration link for the OSHRM Conference registration. Click on 'Register Now' button to register the participation.



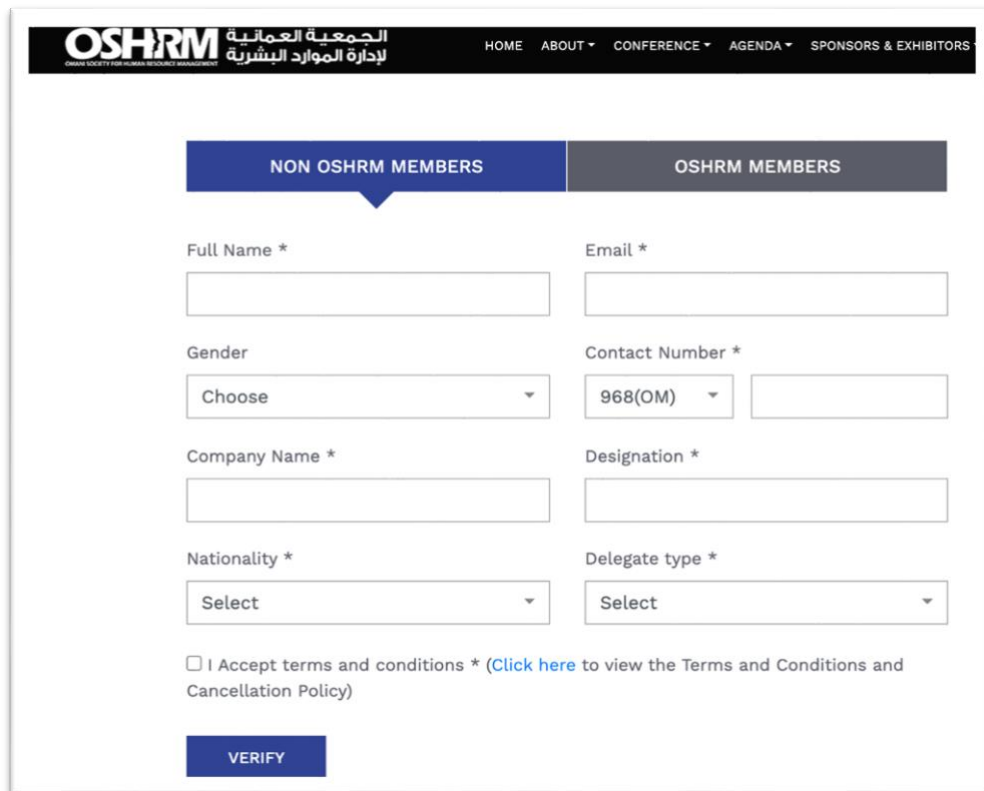
- 8) Enter all the personal details of the employee at the registration page and submit the application. The employee will receive the confirmation email for the Conference participation.

The image displays the "Corporate Delegate Registration" form on the OSHRM website. The form is titled "Corporate Delegate Registration" and includes the following fields: "Corporate \*" (text input), "Email \*" (text input), "Name \*" (text input), "OSHRM Member Id(if any)" (text input), "Gender" (dropdown menu), "Contact Number \*" (text input with a dropdown for "968(OM)"), "Designation \*" (text input), "Nationality \*" (dropdown menu), and "City \*" (text input with "Al Kuwait" pre-filled). A blue "REGISTER" button is located at the bottom left. A red warning message states: "Your OSHRM Membership is expired, kindly renew your membership and enjoy more benefits Click to Renew Membership". The website header includes the OSHRM logo and navigation links: HOME, ABOUT, CONFERENCE, AGENDA, SPONSORS & EXHIBITORS, OSHRM CONFERENCE, VENUE, CONTACT US, MEMBERSHIP.

- 9) The company will get the invoice on the portal (under invoice section) once all the invited employees are registered for the OSHRM Conference.

## Individual Delegate Registration – User guide

- 1) Visit the registration page of OSHRM Conference website (<https://www.oshrmconference.com/site/eventRegistration>)
- 2) Choose 'OSHRM Members' tab if you are an existing OSHRM member or proceed with the registration form as 'Non OSHRM Member'

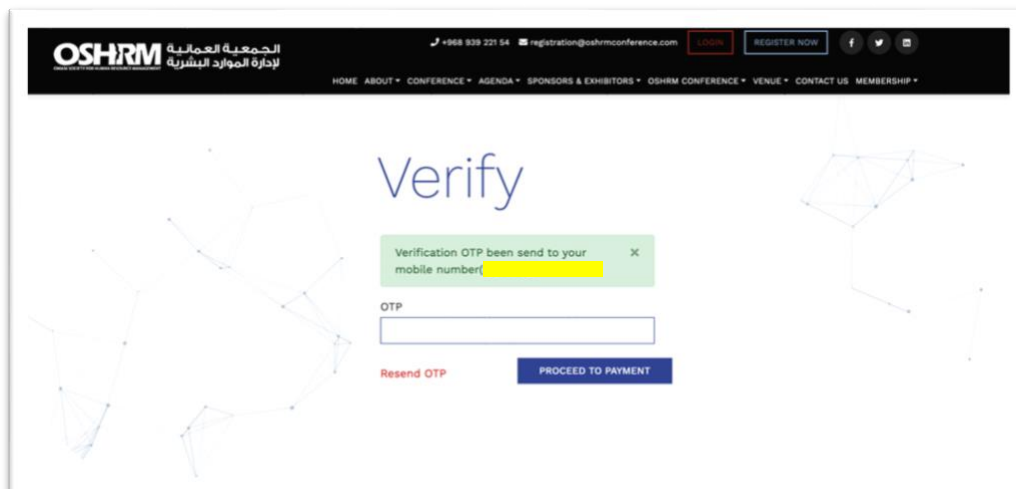


The screenshot shows the registration form for Non OSHRM Members. The form is titled "NON OSHRM MEMBERS" and "OSHRM MEMBERS". It contains the following fields:

- Full Name \*
- Email \*
- Gender (Choose)
- Contact Number \* (968(OM) and a text input field)
- Company Name \*
- Designation \*
- Nationality \* (Select)
- Delegate type \* (Select)

Below the fields, there is a checkbox for "I Accept terms and conditions \* (Click here to view the Terms and Conditions and Cancellation Policy)". At the bottom, there is a blue "VERIFY" button.

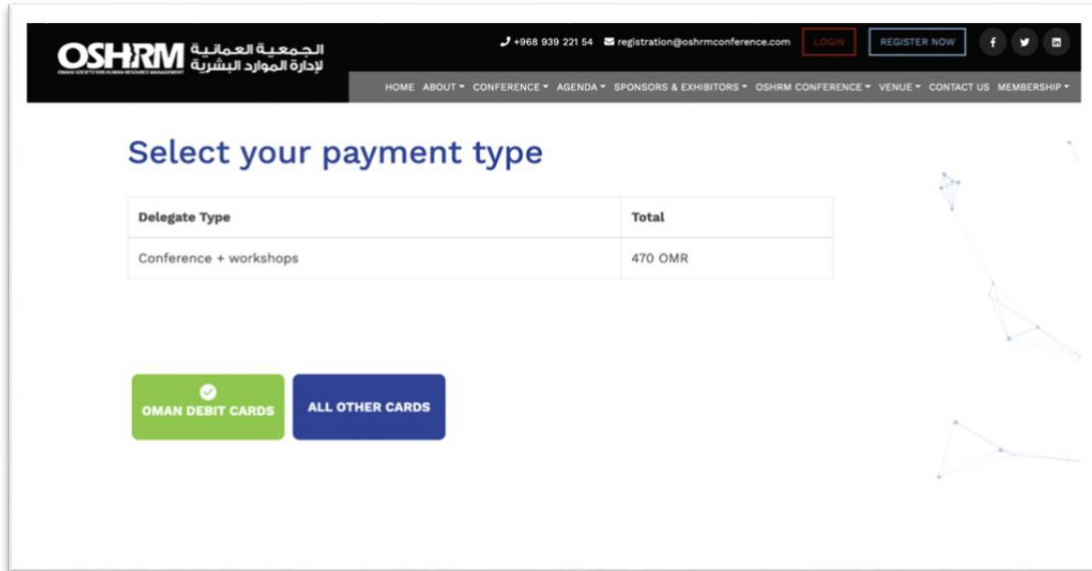
- 3) Once filled all the details, click of 'Verify' button to validate your mobile number. You will receive an OTP on the registered mobile number. Please enter the OTP to the field as shown below



The screenshot shows the verification page. The page is titled "Verify" and contains the following elements:

- A notification: "Verification OTP been send to your mobile number" (with a yellow highlight on the mobile number) and a close button (X).
- An "OTP" input field.
- A "Resend OTP" link.
- A blue "PROCEED TO PAYMENT" button.

4) Proceed to payment and choose the payment method as per your preference



5) Once the payment is successful, you will receive an email notification with the entry to the pass to the OSHRM Conference.