



Adding a 2nd delegate to your booking:

If you want to add a second delegate to your own registration, please follow these instructions:

- 1) Click on [this link](#), and log in using your email and the confirmation number you received by email from us
- 2) When you are in your booking, click on the “My Registration” button (top left of the page) and select the category “My Group”. See the screen shot below.

Information

- My Registration
- Confirmation
- My Agenda
- My hotel booking
- My Group

Modify [Print Agenda](#) [Group account statement](#) [Invoice](#) [More Options](#) ▾

Your registration for the IALC 2017 Workshop Boston is confirmed.

You should have already received your confirmation and invoice by email but you can also find it under Print Options. Now you just need to pay any fees due by following the payment instructions below. Please pay within 28 days.

Amending your booking

To amend personal/business information or registration, click **Modify**

To add additional working delegates or companions, select **My Group** from the **My Registration** tab.

To amend hotel booking/requests, select **My hotel booking** from the **My Registration** tab

Contact Rachael on workshop@ialc.org if you need help.

See you in Boston!

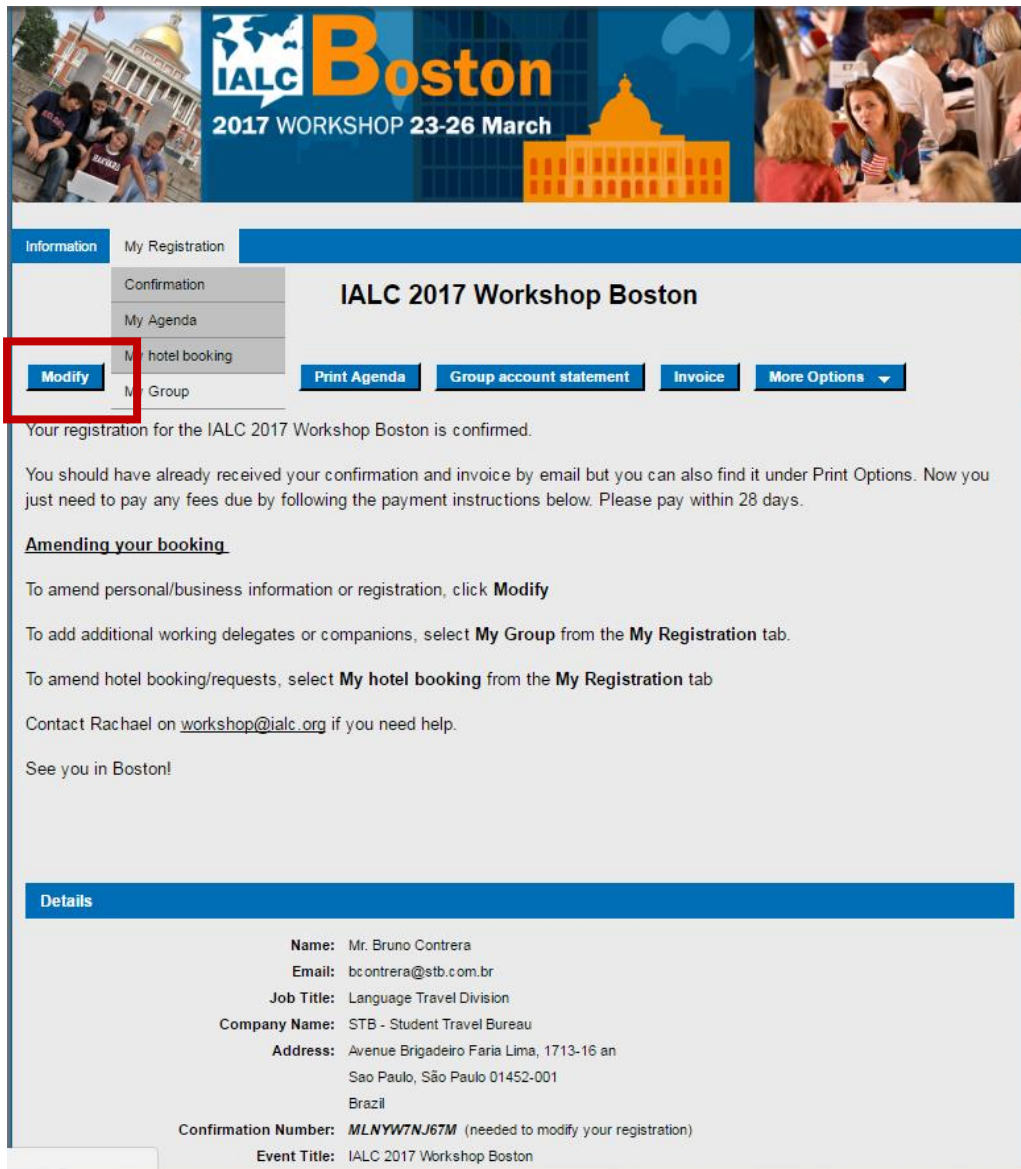
Details

Name: Mr. Bruno Contrera
Email: bccontrera@stb.com.br
Job Title: Language Travel Division
Company Name: STB - Student Travel Bureau
Address: Avenue Brigadeiro Faria Lima, 1713-16 an
Sao Paulo, São Paulo 01452-001
Brazil
Confirmation Number: **MLNYW7NJ67M** (needed to modify your registration)
Event Title: IALC 2017 Workshop Boston

- 3) When you click on My Group it will take you to a page where you will see a button called "Add Person". Click it and on the next page select **2nd delegate** and fill all the details of the 2nd delegate.

Checking your own details:

If you want to check all the details in your own personal booking, click on the "Modify" button that you can see on the first page after you log in (you can see where it is on the left in the screenshot below). You will be able to go page by page checking all your personal information and changing what you need.



IALC Boston
2017 WORKSHOP 23-26 March

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