

How to book a stand:

Step 1: Use the following link to access the booking site -

<https://accounts.foundation.co.za/registration/form>

Step 2: Register for an account. (Complete the online form, select a password)

Step 3: Agree to terms and conditions

Step 4: Click Register Profile

Step 5: Select FPD Conferences

Step 6: Select Satellite and Exhibition Bookings

Step 7: Select the "create new booking" button.

Step 8: Complete billing information

Step 9: Update invoice details

Step 10: Select the "Exhibition Booking" button in the centre of the screen

Step 11: View the floor plan

Step 12: Select your preferred stand number (please note that 3 x 3 m stands need to be either Standard or Enhanced)

Step 13: Add all additional information that the system requested. Or use the load my profile button at the top left corner.

Step 14: Click on "Finalise and Pay"

Step 15: Select "Step 3: Quotation"

Step 16: Click on "Generate new Quotation" button (you can view the quotation by selecting the pdf block under download)

Step 17: Once you are satisfied with the quotation you can select "Step 4: Finalize Booking"

Step 18: Click on the "Finalize" button (this will generate the invoice)

Step 19: You can view the invoice by selecting the pdf block under download

Step 20: You have booked your stand for the 7th SA AIDS Conference.