New Members Ceremony – Wales

Booking instructions

As a new member we recommend that you manage the booking for you and your 2 guests. You will need your RCP code or email address associated with your primary RCP account to proceed with your booking. To book please follow these steps:

1. Click the ‘Book now’ button and Log in using your RCP code or email address registered with your account

2. You will then see the screen below with your name. Click ‘Next’
3. On the next screen you will need to select who is attending the reception:
   i) If you are attending the ceremony only
   ii) If your guests are attending the reception. Please note you can have a total of 2 guests which includes any children aged 1-12 years old.

4. When you have selected the relevant boxes click ‘Click here to GET RATES and calculate total’ Then click ‘Next’

   
   
   
   
   
   

5. On the next screen you will need to list any dietary restrictions for you and your guests and access requirements.

6. It is essential that you complete the ‘Delegate details’ as this information will be used to introduce you at the ceremony.
   a) The pronunciation of your name and how you wish to be introduced.
   b) Your job title and a brief citation about your professional and personal interests.
   c) Your place of work
   d) The name of your first guest (if applicable)
   e) The name of your second guest (if applicable)
7. Once you have completed this screen please click 'Next'.
8. On the next screen you will need to check the terms and condition. Please tick to confirm and then click ‘Next’

9. Finally, if you are being accompanied by any guests to the reception, you will be directed to the PayPal payment page

You will receive an emailing confirming your booking.

If you have any questions, please do not hesitate to get in touch by emailing Wales@rcp.ac.uk