



We hope this guide supports you in how to book onto the new fellow ceremony

- Log in using your RCP code or email address registered with your account
- You will automatically be registered as a delegate (1); in this example it is Test User2

The screenshot shows the 'New fellows ceremony and dinner - 26 July 2022' booking page. At the top, there is a blue header with the event title and date. Below this is a progress bar with five steps: 1. Add delegates, 2. Prices, 3. Delegate details, 4. Booking summary, and 5. Confirmation. The current step is 'Add delegates', which is highlighted with a blue box containing the number '1'. Below the progress bar, there is a section titled 'Add delegates' with a horizontal line. Underneath, the name 'Test User2' is displayed, with a blue box containing the number '1' next to it. To the right of the name are edit and delete icons. Below the name is a large blue plus sign in a circle. At the bottom right, there is a blue 'Next' button with a blue box containing the number '2' next to it. The Royal College of Physicians logo is visible in the top left corner of the page.

- Click next (2) to proceed to the next page to select guest and dinner options



New fellows ceremony and dinner - 26 July 2022  
Tuesday 26 July 2022  
Ceremony

1. Add delegates 2. Prices 3. Delegate details 4. Booking summary 5. Confirmation

Test User2

3 Prices  
£.00 (New fellow ceremony ticket)

Select options

4

Select all

Ceremony and dinner - 1 adult ticket - £62.00

Ceremony and dinner - 1 child ticket (12-16yrs) - £35.00

Ceremony and dinner - 2 adult tickets - £124.00

Ceremony and dinner - 2 child tickets (12-16yrs) - £70.00

Ceremony and dinner - 3 adult tickets - £186.00

Ceremony and dinner - 4 adult tickets - £248.00

5  Ceremony only - up to 4 guests (incl child 12-16yrs) - £0.00

New fellow dinner ticket - £0.00

- You'll see under the header "Prices" (3) as the fellow you are automatically registered under the rate "New fellow ceremony ticket"
- If you wish to attend the dinner, select under the "Select options" header (4) the "New fellow dinner ticket"
- To book your guests, under the same header (4) you can select the appropriate option depending on whether your guests are just attending the ceremony or if they are staying for the dinner as well
- You can bring a maximum of 4 guests, children between the ages of (12-16yrs) are welcome to attend with you and are included in your guest limit



- For guests staying for the dinner, there is a separate dinner ticket for child and adult guests due to difference in price
- Each ticket has a selected price depending on the number of adults/children you will be bringing with you for the dinner i.e Ceremony and dinner - 4 adult tickets £248.00
- If you and your guests will just be attending the ceremony, you only need to select the option "Ceremony only – up to 4 guests (incl child 12-16yrs)" (5)
- The page will refresh with the total cost of your booking (6)

6 Total: £97.00

Back Next

- Select Next
- You will now be taken to the page where you can provide your dietary and access requirements (7) (8)
- Please ensure these are completed as we cannot guarantee your requests can be accommodated if you make us aware after booking



Test User2

### Adjustments

Dietary restrictions:

7

Gluten free

Halal

No beef

No pork

None

Vegan

Vegetarian

Allergy information: (optional)

If you have any food allergies please let us know. We cannot guarantee that any of our products are safe to consume for people with specific allergies.

8

Access requirements (optional)

Please let us know if you have any special requirements eg do you require wheelchair access

- On the same page, you will see a header labelled as “Delegate details” (9) there will be some survey questions we ask you to fill out to provide us with some final details before completing your booking
- Question one (10) we ask you to let us know of the phonetic pronunciation of your name (e.g David Baranowski – David Ba-ra-nof-ski). This is to confirm how you would like for your name to be pronounced during the roll call at the ceremony
- Question two to four (11) (12) (13) (14) we ask you to let us know of your guest(s) name for registration on the day of the ceremony. There is a text box to fill per guest attending the ceremony.
- Question five (15) we ask you to let us know of any dietary requirements we need to be aware of for your guest(s) staying for the dinner



Delegate details

9

10

Please advise the phonetic pronunciation of your name (eg David Baranowski - David Ba-ra-nof-ski)

11

If you have chosen to bring a guest, please enter their name here

12

If you have chosen to bring a second guest, please enter their name here

13

If you have chosen to bring a third guest, please enter their name here

14

If you have chosen to bring a fourth guest, please enter their name here

15

Please provide any dietary requirements for each of your guests. Unfortunately any on the day requests will not be able to be accommodated.

Back

Next

- Once complete, select Next and you will be taken to the summary booking page, please check that all information is correct and read through the cancellation policy and terms and conditions
- The summary will show the rate you as the fellow are booked for and the number of options you selected along with the total amount for your booking
- You will be required to tick some boxes before being able to proceed to payment.



Summary

Test User2

2x option(s);

£248.00

New fellow ceremony ticket


I have a discount code ▾

Total £248.00


- You will then be redirected to our payment portal

Choose a way to pay

› Pay with my PayPal account



The faster, safer way to pay



› Pay with my debit or credit card

Card type

**Billing information**


First name

Last name

Email address

Order summary

Subtotal	248
Total (GBP)	248

Secure payments by 

- Follow the steps to make the payment, only when payment is received is your booking confirmed
- Shortly after you have made payment you will then receive confirmation emails, please read through these carefully and advise us if there are any errors
- If you run into any difficulties when booking, please contact [ceremonies.queries@rcp.ac.uk](mailto:ceremonies.queries@rcp.ac.uk) or call 020 3075 2389 and a member of the team will assist you.