SPEAKER SELF-REGISTRATION INSTRUCTIONS

1. Visit the 2025 ISPE Europe Annual Conference Webpage and select the "Register" button (about half-way down the page). Log into your ISPE profile by entering your username and password and click 'Sign In'.
   a. If you do not know or cannot remember these credentials, please select 'Forgot username?' or 'Forgot password?' – whichever is appropriate to you.
      i. You will then be asked to enter your email if you forgot your username or enter your username if you forgot your password. ii. Follow the steps to obtain the missing information.
      iii. Once the new login credentials are obtained, re-attempt login.
2. Once you're logged in, the webpage should load your ISPE profile for you to review and update information – which is what's displayed on the ISPE web agenda and mobile app. Select the "Next" button to proceed.
3. Review the conference details and select the "Register Myself" button. Select the Speaker Registration option ($0) and scroll down to the "Next" button.
4. Continue through the registration pages by answering the questions and selecting the "Next" buttons on each page.
5. Review and accept the terms and conditions, then select the blue 'Finish' button to proceed to payment.
6. If the balance is $0, select the "Submit Order" button. If a balance is due, please enter your payment information and select "Submit Order" to complete registration.
7. You should receive an Order Confirmation notice after completing registration. An email confirmation will also be sent to your email address on file.