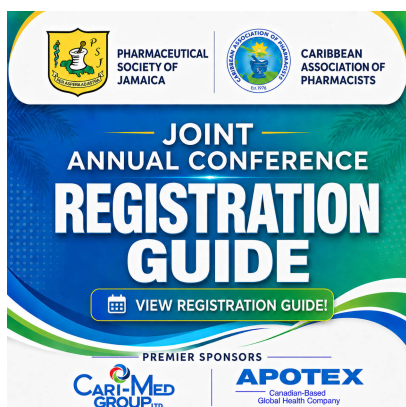




General Conference Registration Guide

Follow these steps to prepare for the PSJ Annual Conference:

1. Arrange Accommodation

Book your accommodation through **Go Jamaica Travel**, or confirm whether accommodation will be sponsored by an industry partner.

Sponsored accommodation may be limited, so attendees should confirm their arrangements as early as possible.

2. Confirm Your Registration Status

Pay the applicable conference registration fee and complete the registration form based on your attendee category, such as:

- PSJ Member \$25,000 JMD
- Non-PSJ Members / General Public \$30,000 JMD
- Student \$15,000 JMD
- Pharmacy Technician \$15,000 JMD
- Another applicable category

Payments can be made via

1. Bank transfer / Certified Cheques.
2. in person at the Pharmaceutical Society of Jamaica office
3. or via the website psjjamaica.org on the events page (login is required for members-only pricing).

OUR BANKING DETAILS ARE AS FOLLOWS

NAME ON ACCOUNT - PHARMACEUTICAL SOCIETY OF JAMAICA
SAGICOR BANK; HOPE ROAD BRANCH
JMD ACCOUNT – 5501115322 Chequing
OR
USD ACCOUNT – 5501133371

(The conversion rate is J\$160)

Please send proof of payment to psjjamaica@gmail.com

You may not need to complete this step if your registration is fully sponsored and your registration details have already been submitted by your sponsor.

Confirm with your sponsor that your information was sent to the conference organizers.

3. Prepare for Special Events

Review the conference programme and take note of any special activities or social events, including the **Touch of Gold** event.

Pay attention to dress codes, event times, locations and any additional registration requirements.

4. Register for Session Notifications

Sign up to receive notifications and access information for the hybrid and virtual Continuing Education sessions.

Ensure that the email address and telephone number submitted during registration are accurate.

5. Monitor Official Conference Updates

Regularly check the PSJ social media pages, website and conference website for information regarding:

- Hotel check-in
- Conference registration and badge collection
- Programme updates
- Session access links
- Venue instructions
- Forms that may need to be completed before or upon arrival

Attendees may be required to complete an additional check-in or verification form at the hotel.

6. Complete the Conference Check-In Process

Upon arrival, visit the designated registration area to confirm your attendance and collect any required conference materials, identification badges or welcome packages.

Keep your conference badge visible and accessible throughout the event.

7. Ensure Your CE Attendance Is Recorded

To qualify for Continuing Education points, attendees must be present and ensure that their attendance is recorded.

Where physical registers are circulated, sign the register during **both attendance intervals**. Signing only once may result in incomplete attendance records and could affect the awarding of CE points.

Attendees should also follow any instructions provided for electronic attendance verification during hybrid or virtual sessions.

Important Reminder

Registration, accommodation and sponsorship arrangements are separate processes. Attendees are responsible for confirming that all required forms, payments and sponsor information have been submitted before the relevant deadlines.

This can also be condensed into a one-page website checklist or social-media carousel.