1. **Checking your PMG membership status**
2. **Creating a Group Booking**
3. I**nvoicing: For delegates who are part of a Group Booking**
4. **Invoicing: For individual delegate bookings**
5. **Selecting Your Parallel Sessions**
6. **“I’ve not received a confirmation of my booking”**
7. **Accommodation**

**Checking your membership status:**

To check your PMG membership status, please follow these steps:

1. Log in to the PMG Website (www.pmguk.co.uk)
2. Click the “What We Do” tab
3. Click the “Members” tab from the drop down menu
4. Click “My Membership”

This will show your membership status and allow it to be renewed if required.

**Creating a Group Booking**

The Group Booking facility allows your individual delegates to book at different times convenient to them, and for their booking price to be added to one invoice. To create a Group Booking CODE for your service or company please follow these steps:

1. Click “Group Entry”
2. Follow the on-screen instructions
3. Click “Submit”
4. Finally, don’t forget to give out your group code to the relevant delegates!

You will receive a single invoice for all delegates using this system.

I**nvoicing: For delegates who are part of a Group Booking**

If you have been given a Group Booking code, please enter this in the “Group Booking Code” box under the Invoice section of the delegate bookings screen.

This will auto fill the required invoice details of the service or company who supplied your booking code.

You can now continue to complete the rest of the form.

**Invoicing: For individual delegate bookings**

Please ignore the “Group Booking Code” box and continue to complete the form with the required invoice details.

**Selecting Your Parallel Sessions:**

Please make your selection from the drop down menus provided. The numbered options can be referenced to the main “Programme Of Events” found HERE:

**I’ve not received a confirmation of my booking:**

Please contact PMG on conference@pmguk.co.uk for further assistance.

**Accommodation:**

Due to the change of venue, delegates are required to book their own accommodation for NTE 2014. PMG has provided a list of useful links to help you with this. These can be found under the Accommodation section on this page

[www.pmguk.co.uk/national-training-event-2014.html](http://www.pmguk.co.uk/national-training-event-2014.html)

Please note that PMG is not affiliated with any of these sites and has no control over room rates or availability.

We strongly advise you to book early to get the most competitive room rates.