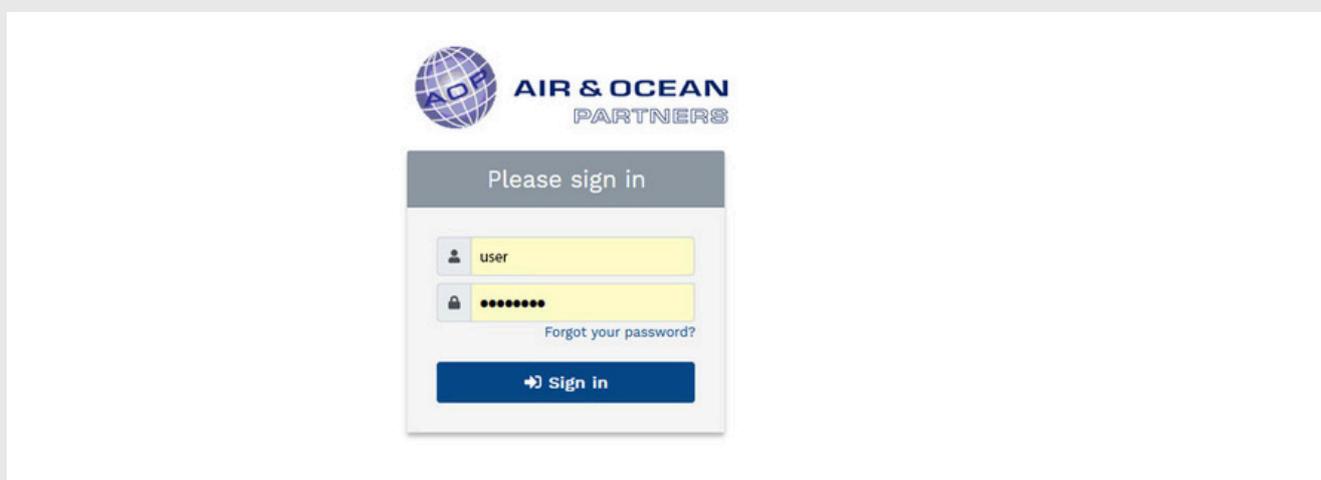


GF How To Register for our Annual Conference in Lisbon

This pdf will demonstrate the process for a member of Air & Ocean Partners Network. Nevertheless, the procedure is exactly the same if you are a member of one of our 4 other networks: Connecting 5 Continents, Global Freight Alliance, Premium Logistics World and 24-7 Cargo Alliance.

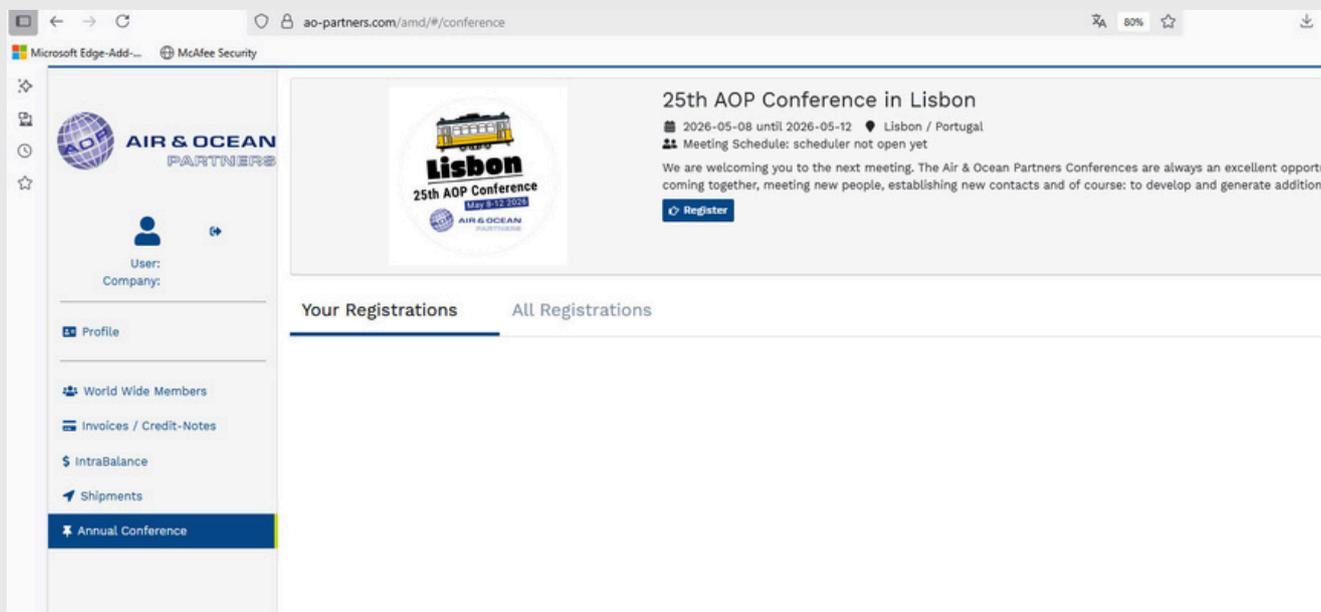
1

First, log into the network's website using your login details.



2

Then, locate the "Annual Conference" tab on the left side. Click "Register" to begin registration.



3

Now it's time to select the participants attending the conference. You can also add extra guests, like family or spouses.

Conference Registration

Participants Flights Hotel Activities Summary

Please select participants.

Employee 1

Extra Guests at Social Events: (E.g. Spouse or Family Members)

Extra Guests will be able to attend Welcoming Party, Gala Dinner, Lunches and Leisure Day Activity. An additional fee will be charged per Extra Guest.

Employee 2

Employee 3

4

Next, provide your flight details and arrival time. Don't worry; you can change this info later via email if needed.

Conference Registration

Participants Flights Hotel Activities Summary

Please tell us your arrival and departure specifics. Please use local time of conference location in 24h-clock, not UTC.

Employee 1 Extra Guest(s)

Arrival Date: *	Time: *	Departure Date: *	Time: *
<input type="text" value="2026-05-07"/>	<input type="text" value="12 : 00"/>	<input type="text" value="2026-05-20"/>	<input type="text" value="15 : 00"/>
Airline: *	Flight Number: *	Airline: *	Flight Number: *
<input type="text" value="Lufthansa"/>	<input type="text" value="LH3002"/>	<input type="text" value="Lufthansa"/>	<input type="text" value="LH2478"/>

5

After that, indicate if you need a hotel room. Be sure to fill in the required fields.

Conference Registration

Participants Flights Hotel Activities Summary

Please tell us if your participants need a hotel reservation.

Employee 1 Extra Guest(s) ✈️ Arrival: 2026-05-07 / Departure: 2026-05-20

Hotel required Yes No We will make the following reservation in your name.

Room Type: *

Check-in: * 14-night stay

6

Then, you'll see our leisure day activity. If you're interested, simply click on the activity button.

Conference Registration

Participants Flights Hotel Activities Summary

Please tell us about the social events your participants will attend.

Employee 1 Extra Guest(s) Arrival: 2026-05-07 / Departure: 2026-05-20 1 Room(s), 2 Person(s), 14 Night(s)

Leisure Day Activity All time labels in 24h clock

None **Wine Tasting + Sunset ...**
2026-05-11 13:30 - 22:00

Previous Next

7

In the summary section, review all the details you entered. Make sure everything is correct.

Conference Registration

Participants Flights Hotel Activities Summary

Please find a summary of all your registration data below. Please provide special meal requests, allergy information, etc. as comments.

Employee 1 Extra Guest(s) Arrival: 2026-05-07 / Departure: 2026-05-20 1 Room(s), 2 Person(s), 14 Night(s)

Hotel: Double Room 2025-08-07 until 2025-08-21 14 night(s) Additional Information:
Flights: Arrival: 2026-05-07 12:00 Lufthansa / LH3002
Departure: 2026-05-20 15:00 Lufthansa / LH2478
Activity: Wine Tasting + Sunset Catamaran Tour on river Tejo
2026-05-11 13:30 - 22:00

Costs

Quantity	Description	Attendance Fee per Person	Subtotal
1x	Participant	1210.00 €	1210.00 €
1x	Extra Guest(s) at Social Events	600.00 €	600.00 €
Total registration cost			1810.00 €

Hotel Costs

Quantity	Description	Cost per Night	Total Nights	Subtotal
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8

Check the box for terms & conditions. A pop-up will appear; click "Agree" to proceed.

Conference Registration

Participants Flights Hotel Activities Summary

Please find a summary of all your registration data below. Please provide special meal requests, allergy information, etc. as comments.

Employee 1 Extra Guest(s) Arrival: 2026-05-07 / Departure: 2026-05-20 1 Room(s), 2 Person(s), 14 Night(s)

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Activity: Wine Tasting + Sunset Catamaran Tour on river Tejo
2026-05-11 13:30 - 22:00

Terms and Conditions

Any cancellation after March 08th is subject to a 75% cancellation fee for the registration charges. Accommodation charges can only refund in the case that the room is booked by another guest or resold by the hotel.

Agree Decline

Finally, click "Submit Registration." Congratulations! You are now registered for the Annual Conference 2026 in Lisbon!

✔ Participants
✔ Flights
✔ Hotel
✔ Activities
○ Summary

1 Please find a summary of all your registration data below. Please provide special meal requests, allergy information, etc. as comments.

Employee 1 1 Extra Guest(s) ✈ Arrival: 2026-05-07 / Departure: 2026-05-20 🛏 1 Room(s), 2 Person(s), 14 Night(s)

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Activity: 🍷 Wine Tasting + Sunset Catamaran Tour on river Tejo
 📅 2026-05-11 ⌚ 13:30 - 22:00

Additional Information:

Costs

Quantity	Description	Attendance Fee per Person	Subtotal
1x	Participant	1210.00 €	1210.00 €
1x	Extra Guest(s) at Social Events	600.00 €	600.00 €
Total registration cost			1810.00 €

Hotel Costs

Quantity	Description	Cost per Night	Total Nights	Subtotal
0x	Single room	290.00 €	0	0.00 €
1x	Double room	320.00 €	14	4480.00 €
Total accommodation cost				4480.00 €
Total invoice amount				6290.00 €

Check here to indicate that you have read and agree to the [Terms and Conditions](#) of the conference registration.

Previous
Submit Registration

Feel free to reach out if you have further questions. Email us via info@gf-networks.com