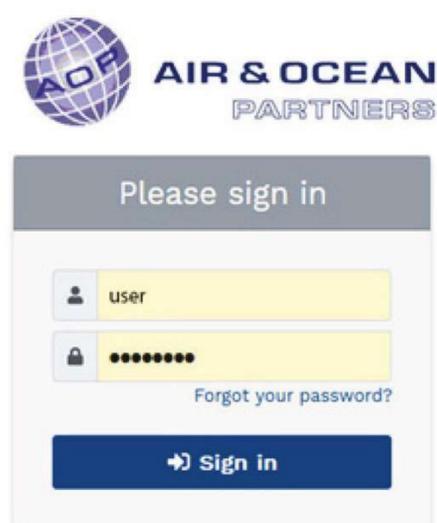


# GF How To Register for our Annual Conference in Lisbon

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

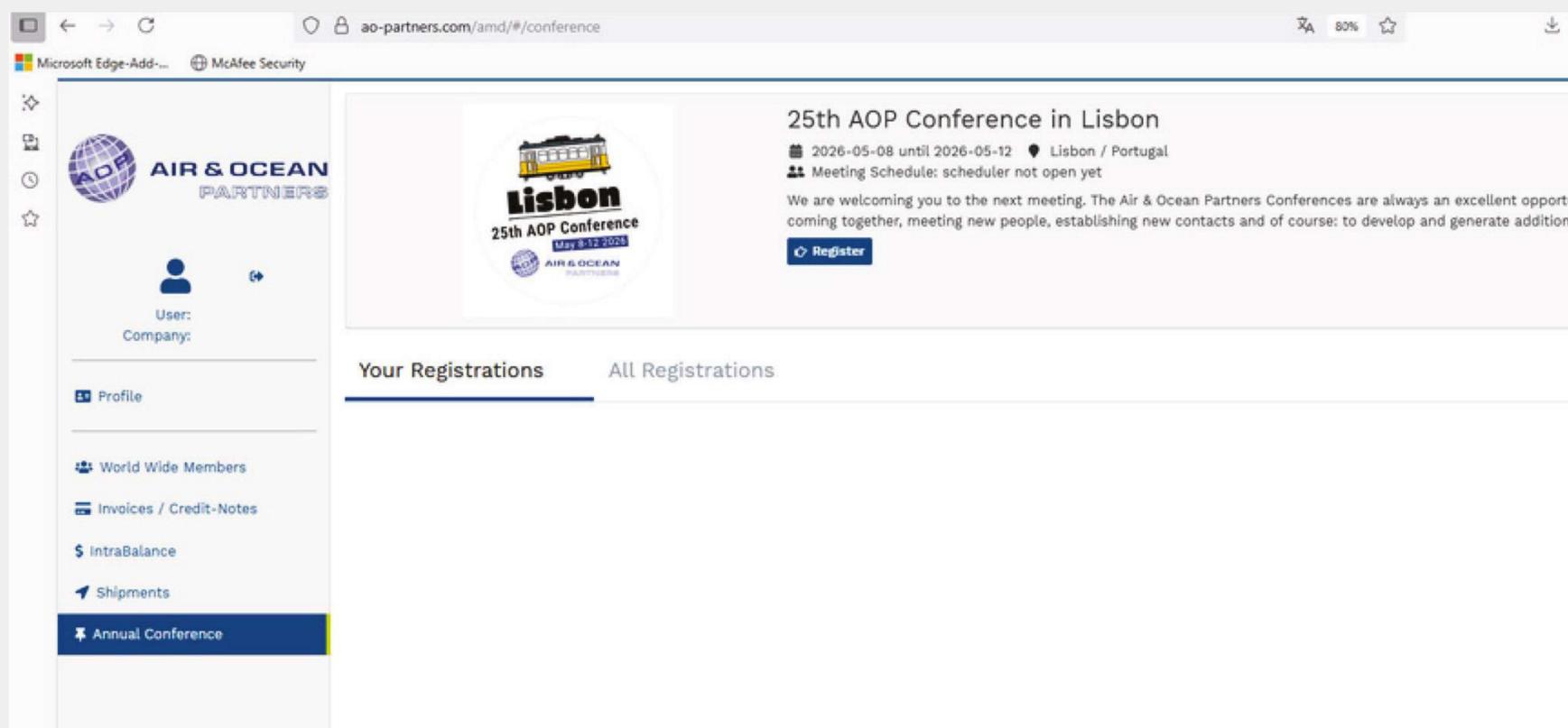
First, log into the network's website using your login details.



The screenshot shows the login interface for Air & Ocean Partners. At the top is the AOP logo and the text 'AIR & OCEAN PARTNERS'. Below this is a grey box with the text 'Please sign in'. There are two input fields: one for the username (containing 'user') and one for the password (containing eight dots). A link 'Forgot your password?' is located below the password field. At the bottom is a blue button with a right-pointing arrow and the text 'Sign in'.

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



The screenshot shows a web browser window displaying the Air & Ocean Partners website. The address bar shows 'ao-partners.com/amd/#/conference'. The page features a navigation menu on the left with the AOP logo and the text 'AIR & OCEAN PARTNERS'. Below the logo are fields for 'User:' and 'Company:'. The menu items include 'Profile', 'World Wide Members', 'Invoices / Credit-Notes', 'IntraBalance', 'Shipments', and 'Annual Conference', which is highlighted in blue. The main content area displays the '25th AOP Conference in Lisbon' with a date range of '2026-05-08 until 2026-05-12' and location 'Lisbon / Portugal'. It also includes a 'Meeting Schedule: scheduler not open yet' and a 'Register' button. Below this, there are tabs for 'Your Registrations' and 'All Registrations'.

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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

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Next, provide your flight details and arrival time. If you book your flight later, enter "TBA" as the flight number and "00:00" as the arrival time.

### 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:  :

Airline:  Flight Number:

Airline:  Flight Number:

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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:  Check-out:  14-night stay

[Add another Room](#)

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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 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

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

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 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 €
<b>Total registration cost</b>			<b>1810.00 €</b>

#### Hotel Costs

Quantity	Description	Cost per Night	Total Nights	Subtotal
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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

#### 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

Employee 1

Hotel: Double R

Flights: Arrival:

Departure: 2026-05-20 15:00 Lufthansa / LH2478

comments.

Departure: 2026-05-20 1 Room(s), 2 Person(s), 14 Night(s)

Information:

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

✔ 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
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)

**Flights:** ✈ Arrival: 2026-05-07 12:00 Lufthansa / LH3002

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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 €
<b>Total registration cost</b>			<b>1810.00 €</b>

### 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 €
<b>Total accommodation cost</b>				<b>4480.00 €</b>
<b>Total invoice amount</b>				<b>6290.00 €</b>

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](mailto:info@gf-networks.com)