

# How to Register for a BILA Event

1. Go to [www.bila.org.uk](http://www.bila.org.uk)
2. Click on '**Events**' (left hand side of web page)

The screenshot shows a Mozilla Firefox browser window displaying the BILA website. The address bar shows [www.bila.org.uk/events/](http://www.bila.org.uk/events/). The page features a navigation menu on the left with the following items: HOME, ABOUT US, CHARITABLE TRUST, **EVENTS** (highlighted), FORTHCOMING, PAST EVENTS, JOURNAL, RESEARCH, MEMBERSHIP, NEWS, and CONTACT. The main content area is titled "Dedicated to insurance law in the UK" and includes a large image of a red theater seat. Below the image, there is a search bar and a "Register for full membership" button. The "Events" section contains text about seminars, CPD, and accreditation. A "Lunchtime Lectures" section is also visible, dated 16th November, 2012, with a speaker listed as Jonathan Foster, Counsel. The topic is "Insurance Mediation after the Financial Crisis: The". A "NEWS" sidebar on the right lists recent news items, including "New Chairman and President of BILA" and "Double win for Devereux in Insurance at the Chambers Bar...".

3. Find the event that you wish to register for on this page and click '**REGISTER**' below the event you wish to register for.

The screenshot shows a web browser window with the URL [www.bila.org.uk/events/](http://www.bila.org.uk/events/). The page is titled "Events" and features a navigation menu on the left with links for JOURNAL, RESEARCH, MEMBERSHIP, NEWS, and CONTACT. The main content area is divided into sections: "Events" (with a search bar and a "Register for full membership" button), "Lunchtime Lectures" (for 16th November, 2012), and a list of speakers and topics. The featured event is a lunchtime lecture by Jonathan Foster, Counsel, on the topic of "Insurance Mediation after the Financial Crisis: The European Commission's proposals for revising the Insurance Mediation Directive". The location is The Old Library, Lloyd's. Below the event details, there is a "REGISTER" button with a dropdown menu showing "1 Attendees". A "VIEW ALL FORTHCOMING EVENTS" button is located at the bottom of the event section. A "Cookie Control" dialog box is visible in the bottom left corner, and the Windows taskbar at the bottom shows the date as 09/11/2012 and the time as 10:09.

4. Select the number of attendees you wish to register then complete the required details. You need to use a unique e-mail address for each attendee but can use the same password to register.  
If you have not used the website to register before you will need to create a password.  
If you have forgotten your password use the link on top right hand side of website where it says "forgotten password"  
When complete click ' **REGISTER** '

The screenshot shows a web browser window with the URL [www.bila.org.uk/events/](http://www.bila.org.uk/events/). The page content includes:

- Speakers:** Jonathan Foster, Counsel
- Topic:** "Insurance Mediation after the Financial Crisis: The European Commission's proposals for revising the Insurance Mediation Directive"
- Location:** The Old Library, Lloyd's
- BILA Lunchtime Lecture - 16.11.12**

Text description: "This talk will look at the European Commission's current legislative proposal for a recast directive, including the impact of the financial crisis on it. Jonathan Foster is a Barrister practising at the Financial Services Authority, and presently seconded to the European Securities and Markets Authority in Paris. He has worked on the implementation of the original IMD and has been involved in the present proposal. This talk is however a personal view: it is not a view from the European Commission, the FSA or ESMA."

**Attendee Details**

Form fields for the first attendee:

- First Name
- Last Name
- Email
- Password
- Confirm Password

If you do not have a password please generate one of your own to register.

**Attendee Details**

Form fields for the second attendee:

- First Name
- Last Name
- Email
- Password
- Confirm Password

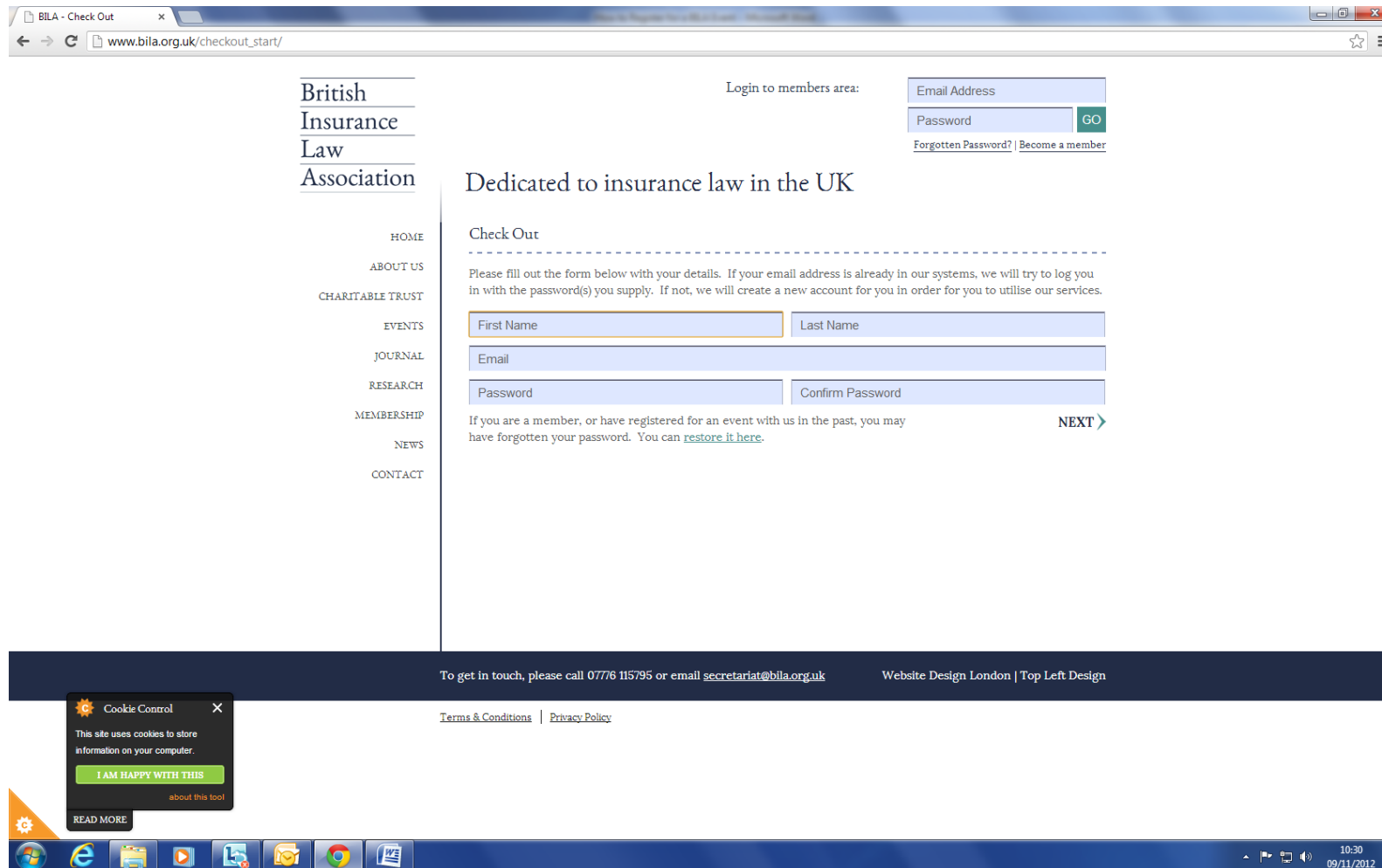
If you do not have a password please generate one of your own to register.

2 Attendees

[VIEW ALL FORTHCOMING EVENTS](#)

Footer: To get in touch, please call 07738 35795 or email [secretariat@bila.org.uk](mailto:secretariat@bila.org.uk) Website Design: London | Top Left Design 10:21 09/11/2012

5. On the next page check your registration details and click **'Checkout'**
6. On next page complete your contact details ensuring that you use the same password. Then click **'NEXT'**



The screenshot shows a web browser window with the URL [www.bila.org.uk/checkout\\_start/](http://www.bila.org.uk/checkout_start/). The page features the BILA logo (British Insurance Law Association) on the left, a navigation menu, and a 'Check Out' form. The form includes fields for First Name, Last Name, Email, Password, and Confirm Password, along with a 'GO' button and a 'NEXT' button. A footer contains contact information and a 'Cookie Control' notification.

**British Insurance Law Association**

HOME  
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Login to members area:     
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## Dedicated to insurance law in the UK

### Check Out

Please fill out the form below with your details. If your email address is already in our systems, we will try to log you in with the password(s) you supply. If not, we will create a new account for you in order for you to utilise our services.

If you are a member, or have registered for an event with us in the past, you may have forgotten your password. You can [restore it here](#).

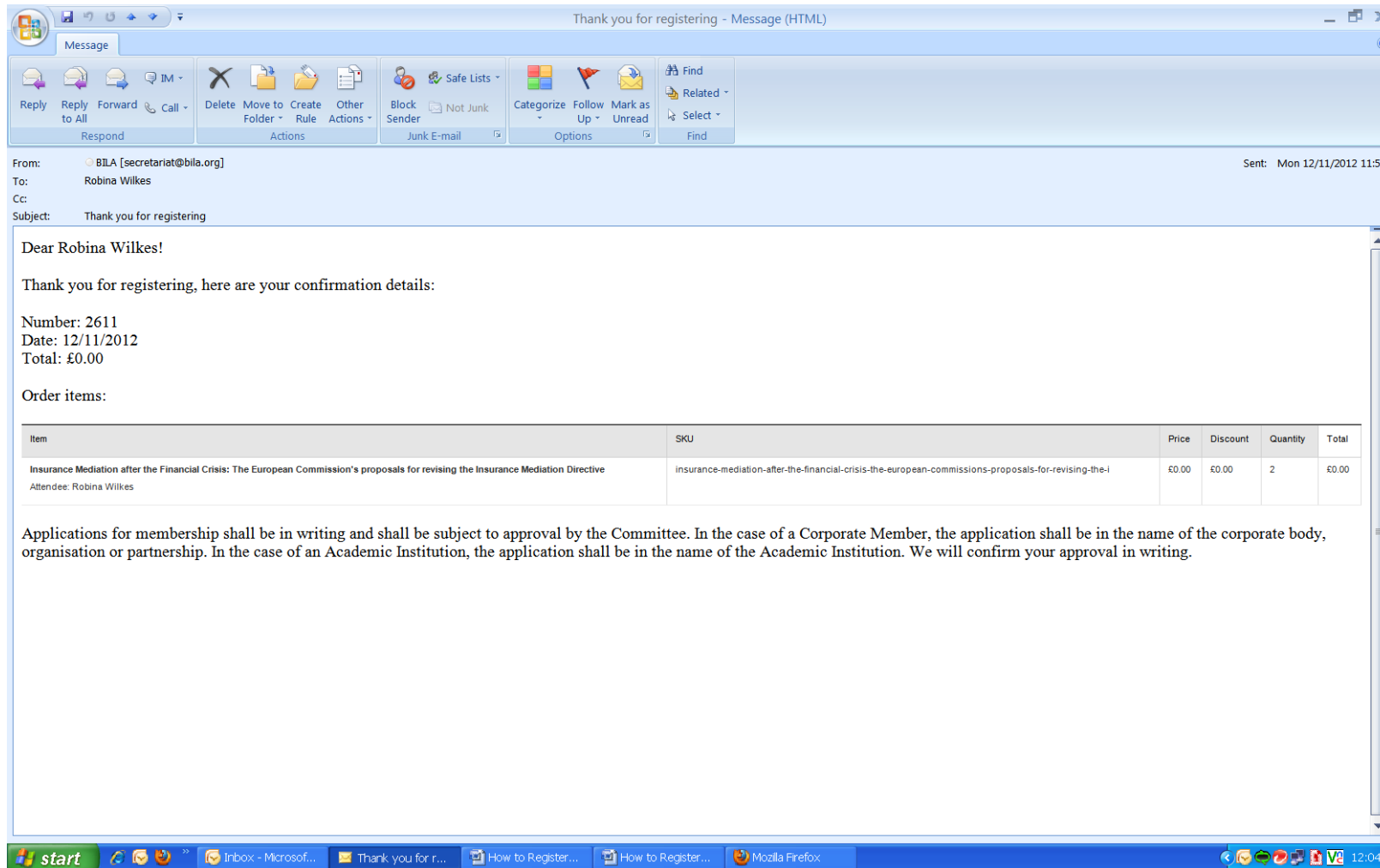
To get in touch, please call 0776 115795 or email [secretariat@bila.org.uk](mailto:secretariat@bila.org.uk) Website Design London | Top Left Design

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[about this tool](#)

10:30  
09/11/2012

7. Complete your address details and click 'NEXT'
8. Click confirm to complete your order. The final screen will show your invoice (applicable for a paying event). You will always receive a confirmation e-mail at the e-mail address you used when registering.



## **IMPORTANT NOTE**

If you do not receive a confirmation email, please assume that your registration has not been successful.

If you are confident that you have taken all of the steps above and do not receive an e-mail please also check your Junk mail and your companies firewall settings with your IT department.