

GUIDELINES FOR GROUP REGISTRATION AND PAYMENT

Welcome to the **5th Asia Optometric Congress, 10th Asian Optometric Conference, and 5th Optometry Vietnam Conference**. To enjoy the special discounted rate for groups of 10 members, please follow the instructions below.

1. For the Group Representative

The Group Representative is the sole person responsible for making the total payment for the entire group and receiving the Group Code.

- **Step 1:** Access the **REGISTRATION** section on the official conference website: <https://aoc2026.optometryvietnam.org/> -> Select "**Group Registration**" -> Select "**Create Group**".
- **Step 2 - General Information:** Fill in your details in the General Information section, similar to individual registration (Full Name, Organization, Email, Phone Number, etc.).
- **Step 3 - Payment:** Complete the payment for the entire group of 10 people at the discounted rate displayed on the system.
- **Step 4 - Receive Group Code:** Upon successful payment, a unique **Group Code** will be displayed on the screen and a copy will be sent to your registered email.

2. For the Remaining Members (9 people)

After receiving the Group Code from the Representative, the remaining members must follow these steps to confirm their participation:

- **Step 1:** Access the **REGISTRATION** section on the official conference website: <https://aoc2026.optometryvietnam.org/> -> Select "**Group Registration**" -> Select "**Join Group**".
- **Step 2:** Fill in your complete personal information.
- **Step 3:** In the "**Group Code**" field, enter the exact code provided by your Group Representative.
- **Step 4:** Click "**Register**". If the code is valid, the system will confirm your successful registration without requiring any further payment.

3. Group Code Policy

To ensure fairness and accuracy, please note the following rules:

- **Usage Limit:** Each Group Code is valid for a maximum of **09 entries** (as the Group Representative is already counted as the first member of the group of 10).
- **First-Come, First-Served:** The system will automatically lock the Group Code once 10 people (1 Representative + 9 members) have successfully registered.
- **Exceeding the Limit:** If an 11th person attempts to use the code, the system will display an error. The 11th person must then register and pay as an individual or form a new group.
- **Security:** The Group Representative is responsible for the security of the Group Code and must only share it with the intended members of their group.

Support Information: If you encounter any difficulties during the payment or registration process, please contact the **Conference Secretariat** for timely assistance: **Email:** optometryvietnam@gmail.com & dh.qt2@hoabinh-group.com.