

How to register as a speaker

A step-by-step guide for invited speakers to complete their registration and submit their bio



Speaker registration

Your attendance is complimentary. Complete your profile and submit your bio for the conference programme.

No payment

STEP-BY-STEP PROCESS

1

Open your invitation email

You will receive a personalised email from the AFS Forum Secretariat with the speaker registration link. Click the link to open the registration form.

2

Fill in your registration details

Provide your name, email address, organisation, country and session topic. Use the email address the invitation was sent to — this is how we confirm your speaker status.

3

Submit your bio (50–150 words)

Write a short professional bio. This will appear in the conference programme, on the speaker hub and in printed materials. Keep it between 50 and 150 words. A word counter is shown below the field.

Tip: Include role, organisation, key achievements

4

Submit and receive confirmation

Click **Submit**. If your email matches our confirmed speaker list, your registration is approved immediately and you will receive a confirmation email with your QR code badge attached.

5

If your email is not yet on file

If you registered using an email that is not on our confirmed speaker list, your registration will be held for manual review by the secretariat. You will receive confirmation within 24 hours.



Your attendance is complimentary

As an invited speaker, you do not pay any registration fee. There is no payment screen in the form.



Edit your bio later

You can return to your profile and update your bio at any time before the programme is finalised.



Speaker with VIP or VVIP access?

If you are also confirmed for VIP or VVIP access, this is automatically assigned by the secretariat. You do not need to apply for it separately.