

How to Register for the Cardiff 2026 Conference (for Members)

1. Log into the Hub.

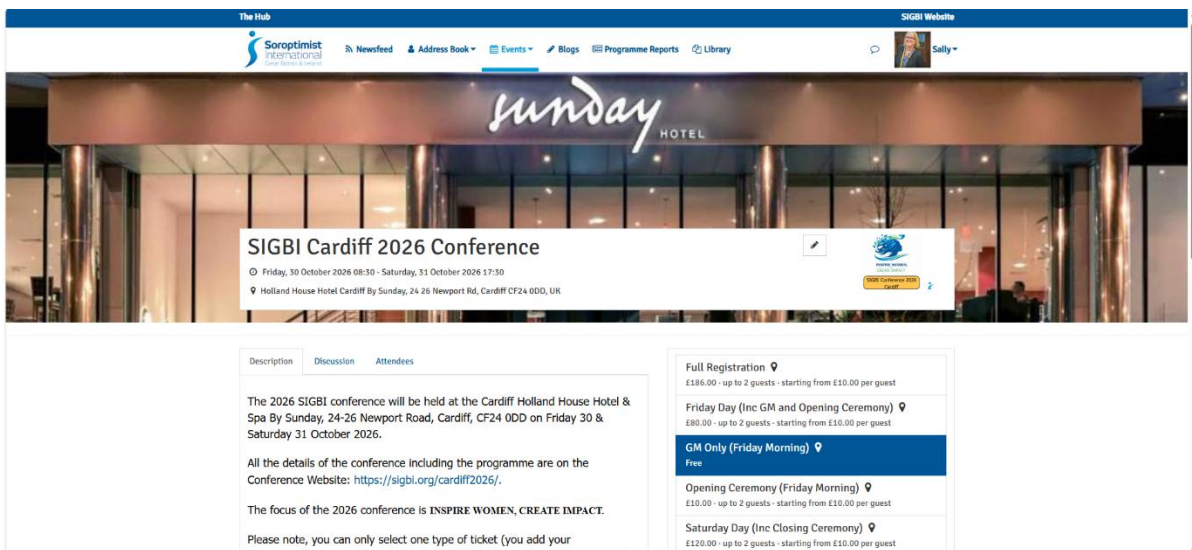
EITHER

2a. Go to Events and click List Events (there are a few events on there, so find the SIGBI Cardiff 2026 Conference event and click the blue Title link.

OR

2b. Go to the [Conference Registration page](#) on the Conference Website and click the Register Now button which will take you straight to the correct page on the website.

You will see the screen below.

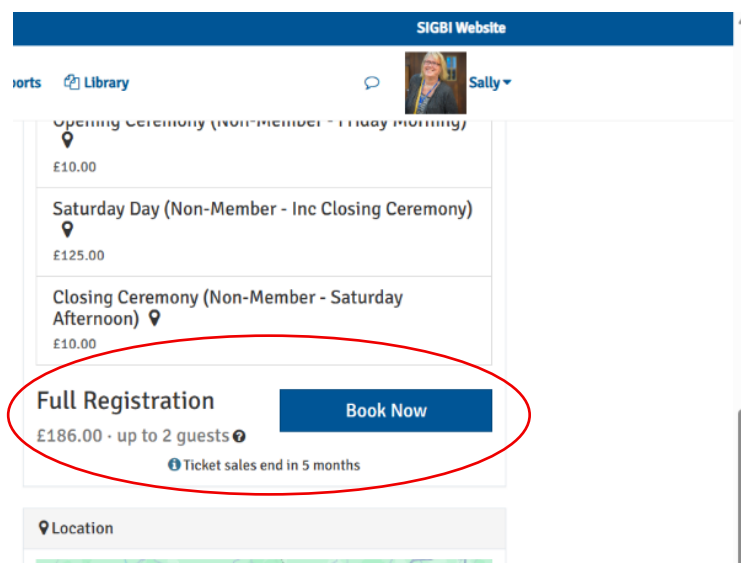


The screenshot shows the event page for the SIGBI Cardiff 2026 Conference. The event is scheduled for Friday, 30 October 2026, from 08:30 to Saturday, 31 October 2026, at 17:30. The location is Holland House Hotel Cardiff By Sunday, 24 26 Newport Rd, Cardiff CF24 0DD, UK. The page features a list of ticket options on the right side, with 'GM Only (Friday Morning)' highlighted in blue. Other options include Full Registration (£186.00), Friday Day (£80.00), Opening Ceremony (£10.00), and Saturday Day (£120.00).

There is a selection of tickets available at the right hand side (Full Registration, Friday Day etc). **You MUST choose the correct one that you want to book for as this cannot be amended later.**

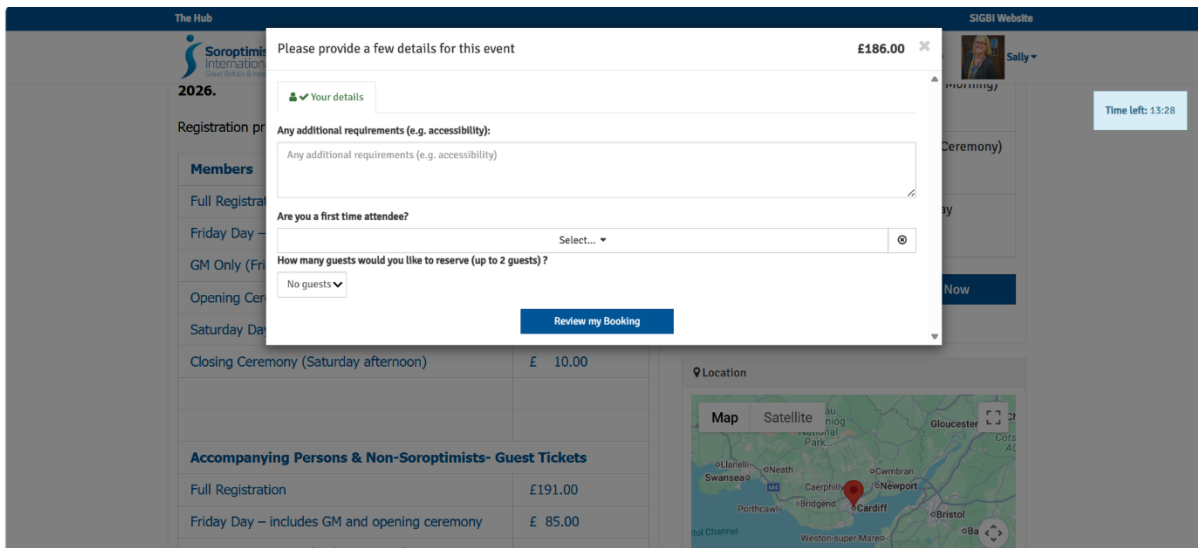
The one that you choose will be highlighted in blue, and also shown at the bottom of the list next to the Book Now button. The default choice is GM Only so make sure you select the option you want.

Click Book Now.



The screenshot shows a list of ticket options on the SIGBI Website. The 'Full Registration' option is highlighted in blue and circled in red. The 'Book Now' button is visible next to it. Other options include Opening Ceremony (£10.00), Saturday Day (Non-Member - Inc Closing Ceremony) (£125.00), and Closing Ceremony (Non-Member - Saturday Afternoon) (£10.00). A note indicates that ticket sales end in 5 months.

You will see the screen below.

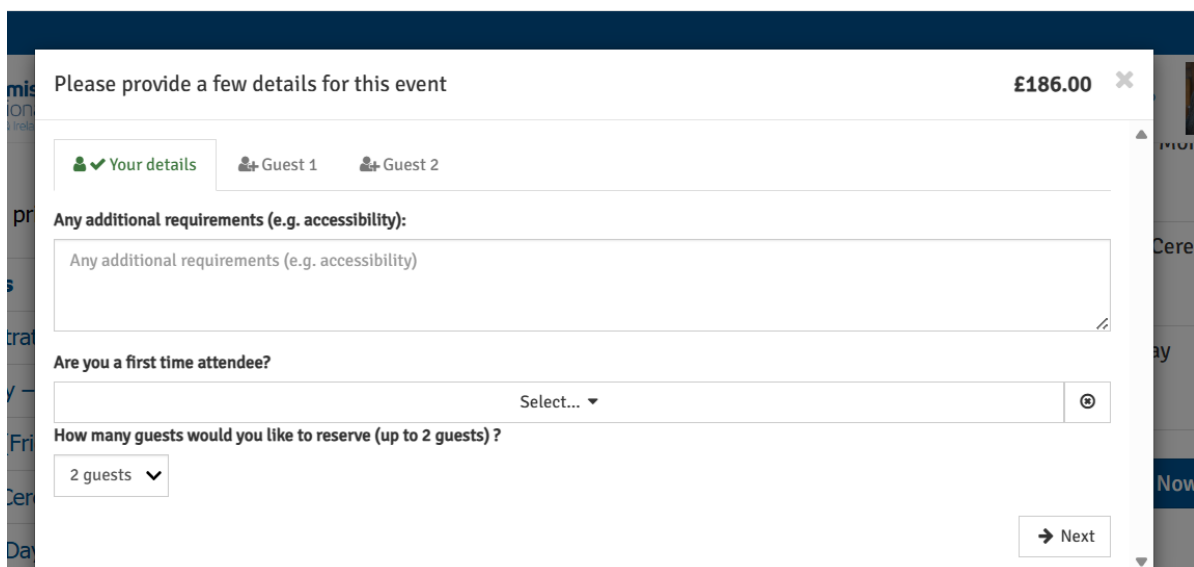
A screenshot of a web application interface. A modal window titled "Please provide a few details for this event" is centered on the screen, with a price of £186.00 in the top right corner. The modal contains a tab labeled "Your details" with a checkmark, a text input field for "Any additional requirements (e.g. accessibility)", a dropdown menu for "Are you a first time attendee?" with "Select..." as the current selection, and another dropdown menu for "How many guests would you like to reserve (up to 2 guests)?" with "No guests" selected. A blue "Review my Booking" button is at the bottom of the modal. In the background, a sidebar lists event options like "Full Registration" and "Friday Day". A map of the Cardiff area is visible in the bottom right. A red arrow points from a "Time left: 13:28" timer box on the right side of the page to the modal window.

There is a timer that shows which gives you 15 minutes to complete the booking form. This should be plenty of time.

NOTE: you do NOT have to enter your own details as these are already in the Hub. All you need to do is list any additional requirements and tick whether this is your first conference. (Note that any additional requirements you enter will be stored in your profile so that next time you register this field will already contain the information).

If you have no guest accompanying you to Conference then simply click "Review Booking" and then make your card payment (only payment by card is accepted).

If you have one or two guests, select the number of guests and additional tabs will appear "Guest1" and "Guest2".

A screenshot of the same booking form modal window. The "Your details" tab is still active. Two new tabs, "Guest 1" and "Guest 2", have appeared to the right of "Your details". The "Any additional requirements" field is empty. The "Are you a first time attendee?" dropdown is still "Select...". The "How many guests" dropdown is now set to "2 guests". A "Next" button with a right-pointing arrow is located at the bottom right of the modal.

Clicking Next takes you to the tab for Guest1. You will see the screen below.

Please provide a few details for this event £186.00 ✕

Your details
 Guest 1
 Guest 2

This guest is a member of SIGBI

*** Ticket:**

▼ No ticket selected

Provide details later

*** First name:**

*** Last name:**

Email:

Any additional requirements (e.g. accessibility):

Do not tick the “This Guest is a Member of SIGBI”, as SIGBI members need to register individually.

Select the ticket type for your guest from the options in the drop down menu, and enter their first name, surname and email, plus any additional requirements.

You can provide these details later by clicking the tick box, if you do not have them to hand.

The First Attendee etc options still show for guests so just select No in each case.

If you have a 2nd Guest, repeat for the 2nd Guest. Otherwise click “Review my Booking”.

Note: you will see the price in the top right hand corner increase when you select your guest(s) tickets.

At the bottom of the guest screen(s) you will see additional buttons for “Remove Guest” (red button) and if only one Guest was selected there will be a green “Add Guest” button, so amendments can be made at any stage.

Click the blue “Review my Booking” Screen.

Review my Booking Screen

Please provide a few details for this event £186.00 ✕

Your details
 Confirmation

Sally Higgins

Ticket: Full Registration - £186.00

Name: Sally Higgins

I confirm I have reviewed and all the details are correct.

If you're satisfied that the booking is correct, tick the confirmation box and the Book button.

This will take you to the checkout screen to pay by card, as per the screenshot below. Complete this section with your details, including the Billing Details and Card Details, and click "Pay".

Checkout ✕

1. Contact details ✓

*** First name:**

*** Last name:**

*** Email address:**

Phone number (incl. country code such as +44):

2. Billing details ✕

3. Card details ✕

You will receive a confirmation email from the Hub as below, and also your Stripe receipt for your payment.




Hi Gillie,

Thank you for booking your ticket to attend *SIGBI Cardiff 2026 Conference*. We're looking forward to welcoming you.

You will receive a conference pass in the post within the next 2-3 weeks. If you have any questions before the event please email me on joanne@sigbi.org (**This paragraph is only relevant for SIGBI Conferences**).

Don't forget you can log in to your account to view or amend your event tickets at any time.

Joanne Voller

	<p><i>SIGBI Cardiff 2026 Conference</i> Holland House Hotel Cardiff By Sunday, 24 26 Newport Rd, Cardiff CF24 0DD, UK - 30 October 2026 Add to calendar</p>
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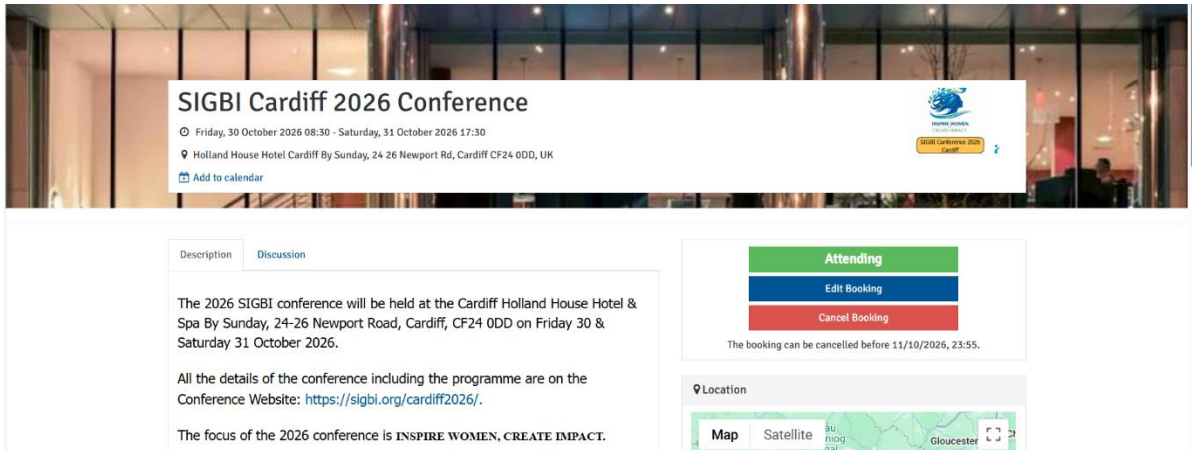
Receipt Details

7 May 2026 09:35	
Description	Price
Ticket for SIGBI Cardiff 2026 Conference	£186.00
Total	£186.00

If you have any queries regarding your payment please email the team

Your Conference pass(es) will be posted to you within 2-3 weeks.

If you go to Events and click “My Events”, you will see the screen below showing that you are attending the Cardiff 2026 Conference, and you have the opportunity to edit your booking (not the type of ticket you have purchased, but for example you can change your guest name). You can also cancel before the final cancellation date of 11th October 2026.



SIGBI Cardiff 2026 Conference

🕒 Friday, 30 October 2026 08:30 - Saturday, 31 October 2026 17:30

📍 Holland House Hotel Cardiff By Sunday, 24-26 Newport Rd, Cardiff CF24 0DD, UK

[Add to calendar](#)

Description | Discussion

The 2026 SIGBI conference will be held at the Cardiff Holland House Hotel & Spa By Sunday, 24-26 Newport Road, Cardiff, CF24 0DD on Friday 30 & Saturday 31 October 2026.

All the details of the conference including the programme are on the Conference Website: <https://sigbi.org/cardiff2026/>.

The focus of the 2026 conference is **INSPIRE WOMEN, CREATE IMPACT.**

Attending
 Edit Booking
 Cancel Booking

The booking can be cancelled before 11/10/2026, 23:55.

Location

Map | Satellite | Bu | niog | Gloucester

If you do need to change your ticket type you will need to cancel your current ticket (for which you will receive a full refund) and re-book your desired ticket.

We hope you enjoy Conference.