

TAPS Perspectives – Booking and registration processes

Step 1: Booking

- Please read through the [Event Terms and Conditions](#) carefully prior to making your booking.
- **TAPS Perspectives booking is open.** Please log in to your ISTA account if you are an ISTA member and make a booking for the TAPS event of your choice. **Please note:** Membership status must be active at the time of invoicing to receive member rates. Non-members do not need a login to make a booking. The only information needed is the total number of teachers and total number of students.
- Once booked you will receive a non-refundable and non-transferable deposit invoice for 25% of the registration fees for the number of students you have booked. Your place at the event will only be confirmed if we receive payment of your deposit within 30 days.

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- Once the maximum number of bookings has been reached the event will display "Waitlist".
 - If this happens please email the Event Manager for the festival (listed under *Important information* on the event webpage) and ask to be added to the waiting list. Please provide the number of students and teachers you wish to reserve in your email.

Step 2: Registration

- You can register your students as soon as you have booked your places. Registration windows close approximately 6 weeks before the event date. Check the event webpage for exact dates (listed under *Important information*).
- When your registration is submitted/closes you will be invoiced for the registration fees plus any applicable surcharges (less the deposit).

Information required for registration:

For students			
<input type="checkbox"/> Name	<input type="checkbox"/> Health	<input type="checkbox"/> Age	<input type="checkbox"/> Student code of conduct acknowledgement
<input type="checkbox"/> Gender	<input type="checkbox"/> Dietary	<input type="checkbox"/> IB year 1 or 2	<input type="checkbox"/> ISTA Media consent
<input type="checkbox"/> Personal pronoun	<input type="checkbox"/> T-shirt size <i>(if applicable)</i>		
For teacher/chaperones			
<input type="checkbox"/> Name	<input type="checkbox"/> Health	<input type="checkbox"/> Email	<input type="checkbox"/> ISTA Media consent
<input type="checkbox"/> Gender	<input type="checkbox"/> Dietary	<input type="checkbox"/> Phone number	
<input type="checkbox"/> Personal pronoun	<input type="checkbox"/> T-shirt size	<input type="checkbox"/> Travel information for group <i>(if applicable)</i>	