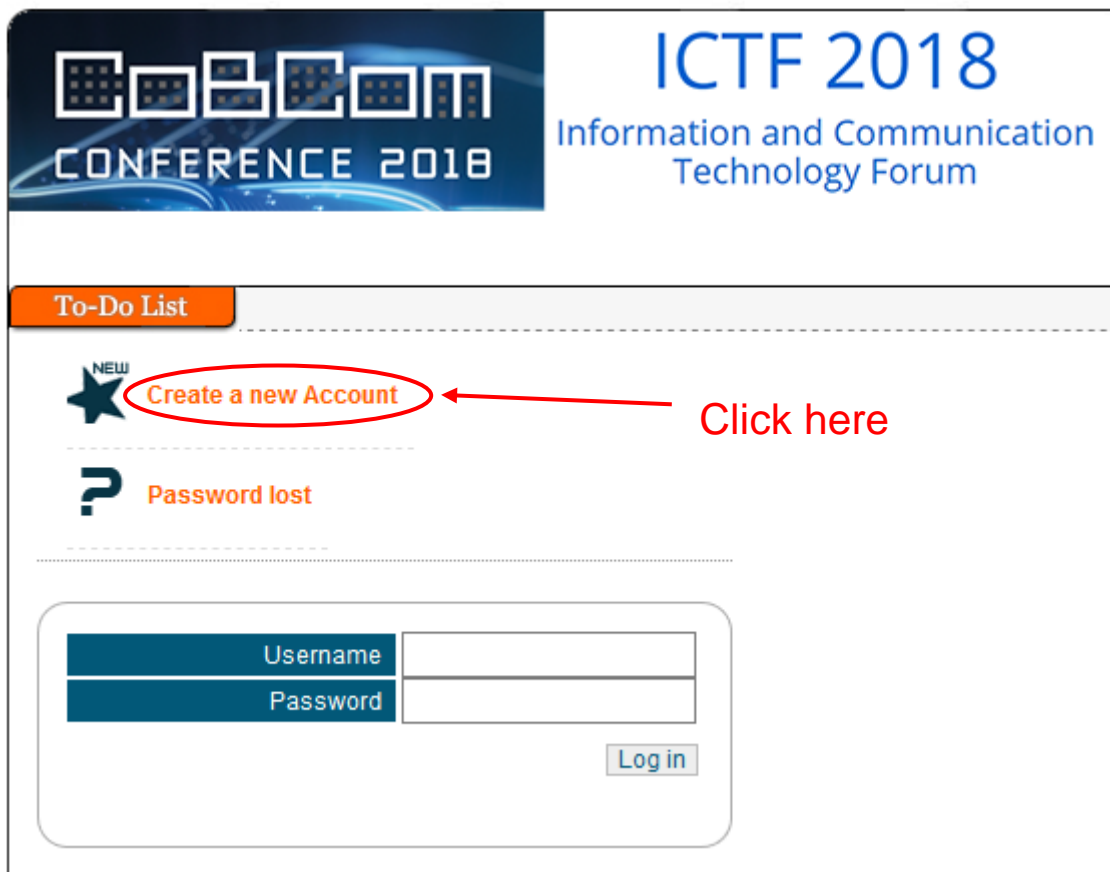


Online Registration Assistance

Please note the following steps for registering to the conference.

Open the website under following link: <https://www.cobcom.tugraz.at>. There click on **Registration** and click on the link directing you to the Online Registration System.

1. Create a new Account



The screenshot shows the registration interface for ICTF 2018. At the top, there is a header with the conference logo and name. Below this is a 'To-Do List' section with two items: 'Create a new Account' (marked with a 'NEW' star icon) and 'Password lost'. A red circle highlights the 'Create a new Account' link, and a red arrow points to it with the text 'Click here'. Below the list is a login form with fields for 'Username' and 'Password', and a 'Log in' button.

Personal Data

Please fill in your personal data into the first fields, including your organization and the address. The other fields are not mandatory and can be left blank.

Memberships (**Important!**)

Attendees will be able to register under different registration categories corresponding to the attendee status. As ICTF 2018 participant you must choose: **ICTF 2018**.

For more information please visit the *Registration* section on the homepage <http://ictf2018.ieice-europe.org/registration.html>

To-Do List

Please enter your contact data

Username*	<input type="text"/>
Password (min. 6 characters)*	<input type="password"/>
Password repetition*	<input type="password"/>
Title	<input type="text"/>
Salutation*	Mr <input type="text"/>
Firstname*	<input type="text"/>
Lastname*	<input type="text"/>
Email*	<input type="text"/>
Organisation*	<input type="text"/>
Department	<input type="text"/>
Address*	<input type="text"/>
City*	<input type="text"/>
zip*	<input type="text"/>
State	<input type="text"/>
Country*	Austria <input type="text"/>
Telephone*	<input type="text"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
Memberships	Please choose <input type="text"/>
Membership Proof	<input type="text"/>
CV	<input type="text"/>
Presentation	<input type="text"/>
Comment to the Organizer	<input type="text"/>

Cancel Submit

Fill in your contact data

Choose membership ICTF 2018

2. Registration

After you logged into the conference management system you must click on **User menu**.

To-Do List User Menu Click here

Welcome to CATS - Conference Administration ToolSet

Introduction

This roundup will guide you through all steps you need to take for successful conference registration. It shows in detail whether there is anything left that needs your interaction. Of course, you may as well access your tasks using the **menu items** above.

Workflow	My Status	Anything left to do?	Task open now?
1.) Personal Data	✓	Update my Personal Data, Select my Memberships or Change my Password	>>
2.) Services and conference registration		You are not registered to the Conference yet! Participants' Registration will open shortly. The Conference Shop is now open. Buy additional services here.	Will start on 20 Mar 2014! >>

Here you will find the **Registration and Services** button. Click on the button and you will be redirected to the Conference Store where you can register for the Conference.

User Menu
To-Do List

Conference Store

The displayed discounts may vary, as they depend on the payment method.

Registration

Registration	<input checked="" type="checkbox"/>
<i>Charge</i>	EUR 600,00 ... 330,00
<i>Description</i>	Reservation possible until: 13.7.2018 14:00 <i>Information:</i>

A ticket for the Gala Dinner and the Excursion is included in the registration fee.

Services

Accompanying Person	0 <input type="text"/>
<i>Charge</i>	EUR 150,00
<i>Description</i>	Reservation possible until: 13.7.2018 14:00 <i>Information:</i>

In this fee the Gala Dinner and Conference Excursion is included.

Additional paper	0 <input type="text"/>
<i>Charge</i>	EUR 200,00
<i>Description</i>	Reservation possible until: 13.7.2018 23:59 <i>Information: Submitted more than 1 paper and presenter of more than 1 paper.</i>

Now you have to check the *Registration* field if you want to register for the Conference.

Furthermore you can choose the amount of persons (e.g. family members) who will travel with you. **Accompanying Persons can participate in all scheduled Social Events.** There is **no fee** for children under the age of 16.

The additional paper service is only for CoBCom 2018 participants.

After choosing *Registration* and possible Accompanying Persons you will have an overview of your booking, including the date, all of your bookings, the payment type and your invoice address.

Conference Store

Create Invoice

Booking Date	2014- [REDACTED]
Bookings	Registration: [REDACTED]
Invoice Charge (EUR)	[REDACTED]
Payment type*	Credit card ▾
Invoice Address	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Comment	[REDACTED]

You can enter a different invoice address by changing the address in the *Invoice Address* field; otherwise the address from your personal data will be your billing address.

After clicking the **Create Invoice** button a confirmation window will pop up. Once you click on **OK**, the invoice process will start and you can't change this invoice anymore. You will then be redirected to the credit card payment service, where you can choose between four card types:

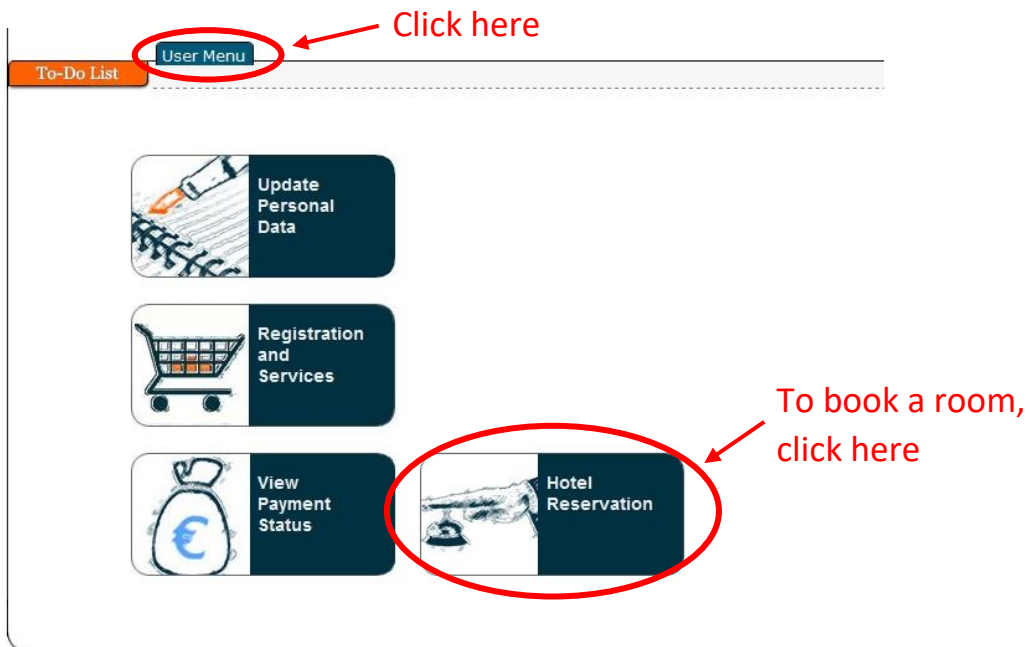
- American Express
- Diners Club
- Master Card
- VISA

After some time you will receive an email from the system. It contains the message that your invoice was created. You can download the invoice via the link in the email.

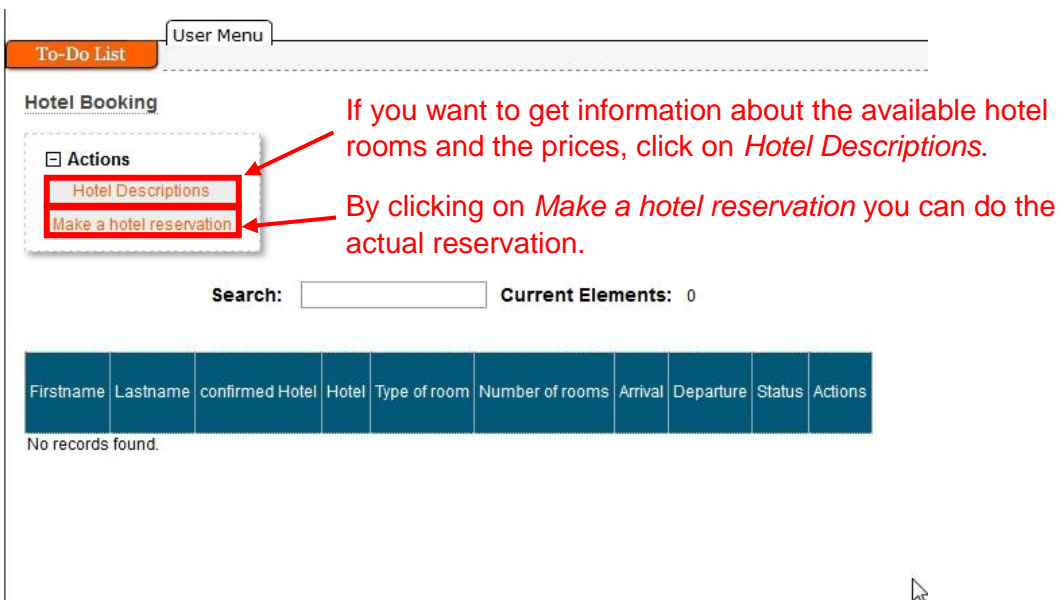
If the payment was successful, you will automatically receive a receipt.

3. Book hotel rooms

If you desire to make a hotel reservation, you have to access the *User Menu*.



When you click on *Hotel Reservation*, you will be redirected to the following page.



By clicking on *Hotel Descriptions*, a pdf with all the necessary information about the hotel and the available rooms will be downloaded.

If you choose *Make a hotel reservation* you will be already able to book your room. You can decide on your hotel and the type of your room (single/double/smoker/non-smoker).

It won't be necessary to fill in your personal data (First Name, Last Name etc.) if you have done so when creating your profile. So you can check, if your data is correct.

Hotel Booking

Hotel*	Please choose
Type of room*	Please choose
Number of rooms*	1
Smoker	no
Additional requests	
Arrival*	
Arrival-Time (HH:MM)	
Departure*	
Travel type	private car
Credit Card	No Credit Card
Credit Card Holder Name	-
Credit Card Number	-
Expiry Date (MM/YY)	-
CVC/Security Number	-
Conditions	

Graz Tourismus will not charge you any reservation fees for making this booking, nor charge your credit card. You will simply pay for your stay at the hotel. Your booking is legally binding. Cancellations will only be accepted in writing to Graz Tourismus: Email: af@graztourismus.at or fax: +43/316/8075-55. If cancelled up to 3 working days before the date of arrival, no fee will be charged. If cancelled later or in case of no-show, the first night will be charged.

Salutation	Mr
Title	
First Name*	
Last Name*	
Organisation	
Department	
Address*	
Zip*	
City*	
State	
Country*	
Email*	
Telephone	
Mobile	
Fax	

Cancel Submit

Choose your hotel. All the information you need should be provided in the document (when clicking on Hotel Descriptions on the previous page)

Your choice will be mainly between single and double rooms

Don't forget to plan your trip accordingly.

You will need a credit card to make a reservation. Choose between 4 different credit card types and enter your information.

Check your personal data

Submit your reservation

When you are done with the reservation, don't forget to submit it. You should receive a confirmation shortly after.