

Online Registration Assistance

Please note the following steps for registering to the conference.

Open the website under following link: <http://www.contel.hr/2015/registration/>. There click on **Registration** and you will be redirected to the Registration System.

1. Create a new Account



The screenshot shows the Contel 2015 website interface. At the top left is the 'Contel 2015' logo. On the top right, there is a 'Please log in! [login]' link with German and UK flags below it. Below the header is a 'To-Do List' section. The first item is 'Create a new Account', which is circled in red. A red arrow points from the text 'Click here' to this link. Below it is a 'Password lost' link. At the bottom of the screenshot is a login form with 'Username' and 'Password' input fields and a 'Log in' button.

Personal Data

Please fill in your personal data into the first fields, including your organization and the address. The field "telephone" is **not** necessary to be filled out correctly.

Memberships (**Important!**)

Attendees will be able to register under different registration categories corresponding to the attendee status: **Regular**, **IEEE-Member** and **Student**. **Please do not forget to upload your proof of membership!**

If you are going to present a conference paper, the author rates will apply for you!
(Incorrect information in the registration might lead to additional fees.)

For more information please visit the *Registration* section on the homepage
<http://www.contel.hr/2015/registration/>.

Choose **Regular** (or leave the field blank) if you do not belong to any of the memberships. Don't forget to upload a membership proof if you choose the categories **Student**, **IEEE Member**, **IEEE Life Member**, **Retiree/Unemployed**. A simple (digital) copy of your membership/student card is sufficient.

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"/> <input type="button" value="Durchsuchen..."/> Keine Datei ausgewählt
CV	<input type="text"/>
Presentation	<input type="text"/>
Comment to the Organizer	<input type="text"/>

Cancel Submit

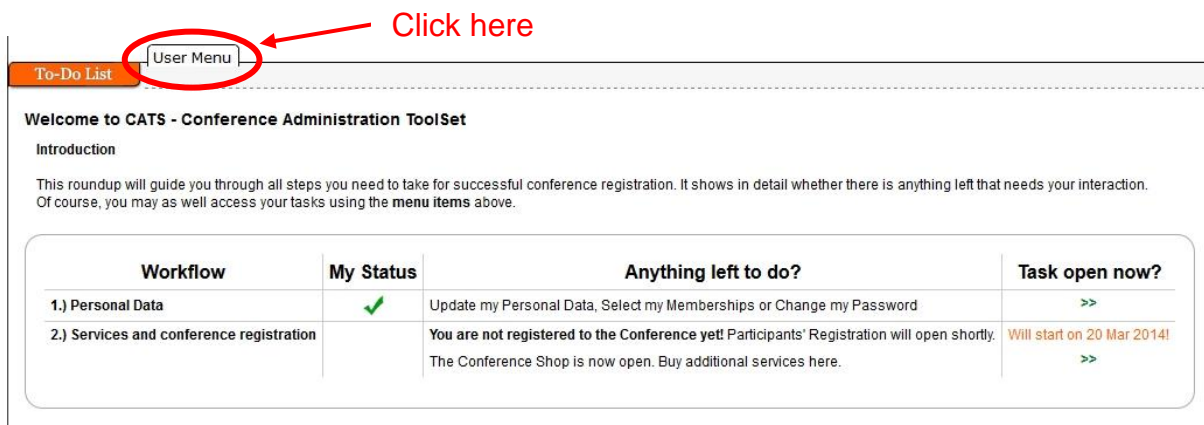
Fill in your contact data

Choose membership

Upload convenient membership proof

2. Registration

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



Click here

To-Do List

User Menu

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 (picture on next page) where you can register for the Conference.

Now you have to check the *Registration* field to register for the Conference. **Don't forget to select "Additional paper" if you have more than one paper** (see also: <http://www.contel.hr/2015/registration/>).

Important! If your university/company won't refund any additional services like (field trip, accompanying persons) please first create an individual invoice for the registration (and possible additional paper(s)). After that you can create another invoice with the additional services separately (process works similar as for the conference registration).

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"/>
Charge	EUR 600 ... 480
Description	Reservation possible until: 15.7.2015 14:00

Services

Accompanying Person	<input type="checkbox"/>
Charge	EUR 100
Field Trip	0 ▾
Description	Reservation possible until: 15.7.2015 12:00 Available: 100
Link for more Information	http://www.contel.hr/2015/
Additional paper	0 ▾
Charge	EUR 200
Description	Reservation possible until: 15.7.2015 14:00

Next

Furthermore you can choose the amount of persons (e.g. family members) who will travel with you and make a reservation for the field trip. But **remember that Accompanying Persons can only participate in all scheduled Social Events** (<http://www.contel.hr/2015/socialevents/>).

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. However do not forget to create individual invoices if required (see page 3).

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.

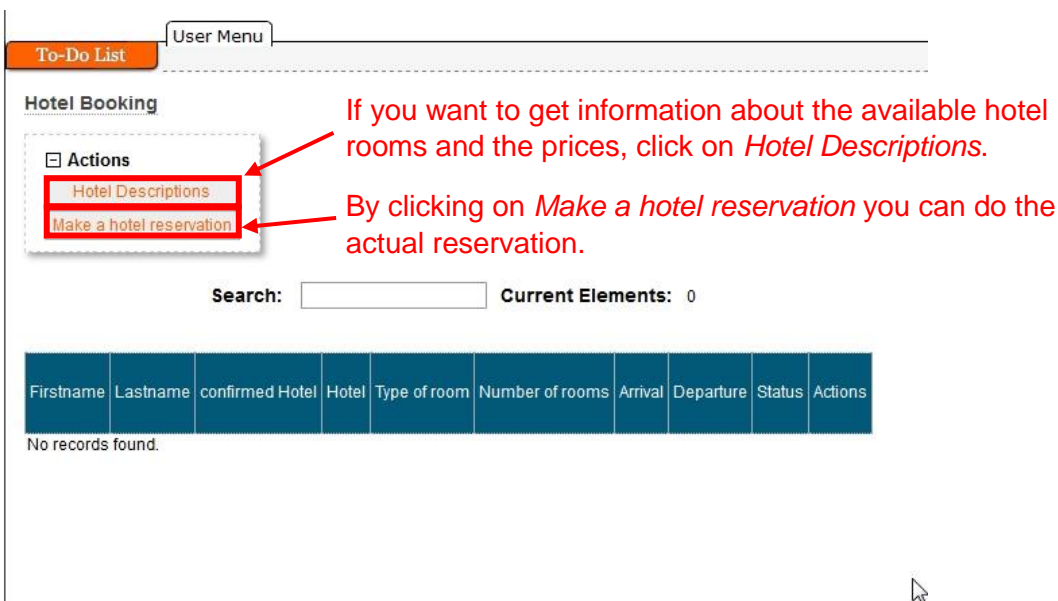
If the payment was successful, you will automatically receive a receipt.

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.

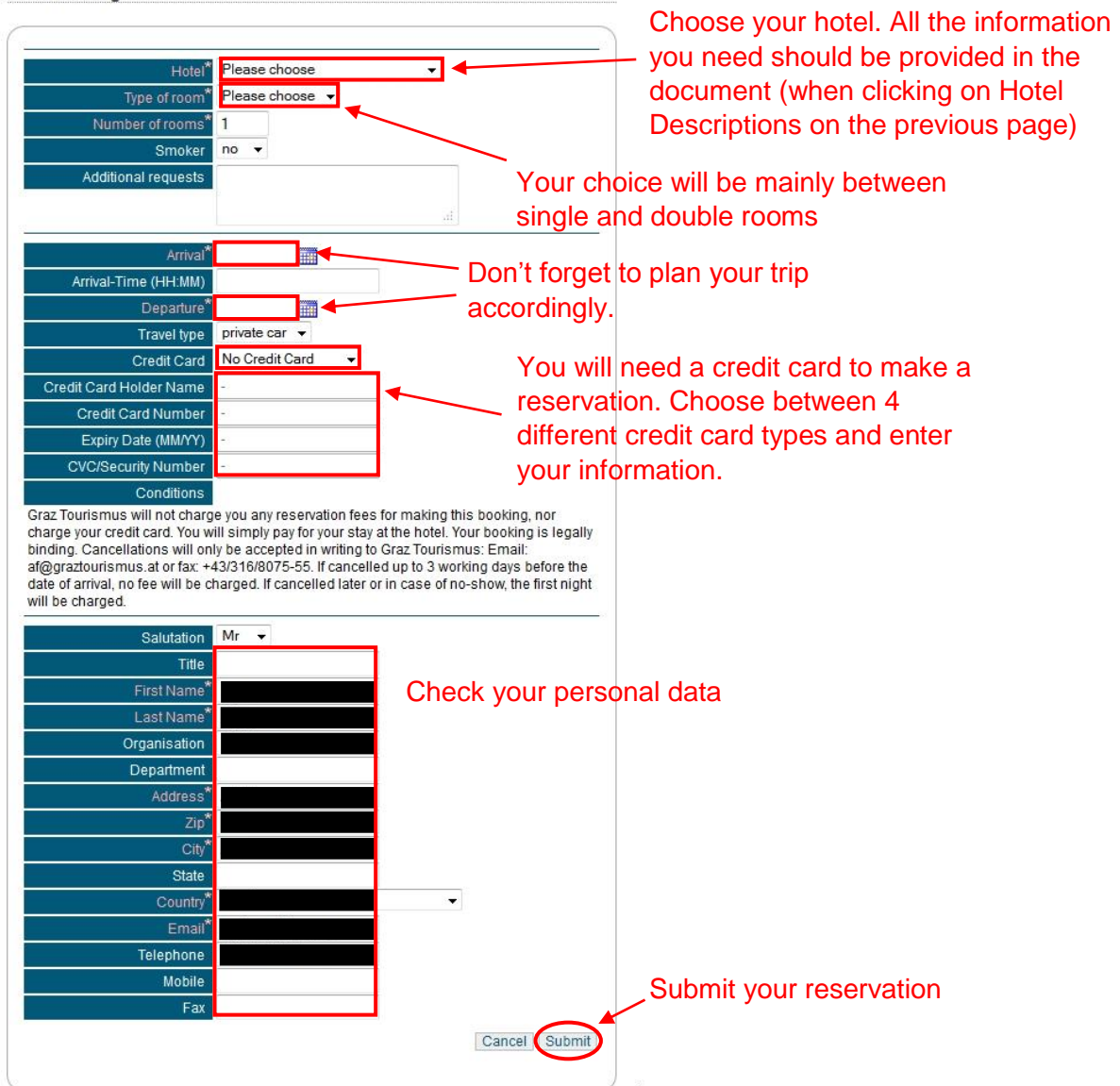


By clicking on *Hotel Descriptions*, a pdf with all the necessary information about the hotel and the available rooms will be downloaded.

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



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

Hotel* Please choose

Type of room* Please choose

Number of rooms* 1

Smoker no

Additional requests

Arrival* [calendar icon]

Arrival-Time (HH:MM)

Departure* [calendar icon]

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

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