

INDIVIDUAL REGISTRATION VIA THE ONLINE SYSTEM

By clicking on the “New User” button when logging in for the first time and on the “registered User” button later on, you will IMMEDIATELY get to the **57. IALB/ 7 EUFRAS event site**. Here, please fill in all menu items (*personal data, registration fee, accompanying persons, optional programmes, invoice details*) and enter all required/obligatory data.

- Fill in **Personal Data**. After clicking on the “Submit” button, the system will send a confirmation message to the e-mail address indicated in the data sheet. Based on this, please set and remember your password, with which you can continue your registration and which you shall use later on for logging in to the system. Consequently, it is very important that you enter the correct e-mail address. **Please note that only one person, i.e. one registration can be assigned to one e-mail address!**

In the Personal Data menu item you can choose from the workshops (Parallel Workshops I, Parallel Workshops II). Please select the one you are most interested in. If, in the meantime, no more participants can be accepted for that programme, the system will notify you about this and no registration is possible. In such a case, please select another workshop. If you do not wish to participate in any workshop, please indicate it accordingly.

- You can **change between menu items** by simply clicking on the “Next Form” button. If the information in the form has already been submitted, you only need to click on the form in which you wish to modify the information when logging in for the next time.
- In the menu item **Registration Fee** you can select the appropriate registration fee.
- If **you are attending with an accompanying person**, you can register this person in the **Accompanying Persons** menu item.
- In the menu item **Optional Programmes** you can select optional pay programmes (**Optional Programmes** (touristic programmes – accompanying programmes) – Here, please specify the number of participants; study tours (all-day programmes) – Here, please indicate your intention to participate.
- In the menu item **Invoicing** you can create your invoice. If there are more cost bearers for the ordered services, **you have the possibility of creating separate invoices**. In this case, please check the items belonging to each invoice and click on the text “I wish to include the selected items in a separate invoice”. Then, complete the invoices one by one with the appropriate data.

If you wish to indicate 2 persons for a programme (participant + escort) and you wish to pay the expenses separately and receive two separate bills, please indicate only one person (participant) and put that to a bill at the billing menu option.

After this please step back here (optional programme) and indicate the second person (escort) and put this to a separate bill on the billing menu option.

- While completing the registration menu items you can view/print/save the **“Order Summary”** containing the summary of the requested services.
- Registration fees and pay programmes are final, if their amounts are credited on the conference bank account within the specified deadline.
- Your booking summary (“Order Confirmation”/Summary) can be downloaded anytime from the on-line registration page.

Please note that submitting your personal data is not considered a valid registration.

If you wish to leave the registration page, please do so in all cases by clicking on the “Logout” button in the top right corner of the Home page; otherwise you will not be able to log in next time.