

Instructions for Registration

These instructions are intended to guide you through the registration process for IRMMW-THz 2010 Conference. Please print out these instructions and read them very carefully.

Important dates for registration

Registration to the Conference opens on March 1, 2010. Please consider that registration fees depend on the date of the registration. A limited number of reduced fee registrations are possible for eligible students.

Registration (March 1 to June 11, 2009)	€ 500
Late Registration (June 12 to September 4, 2010)	€ 580
On-site Registration (September 5 to 10, 2010)	€ 600
Student (by June 11, 2010)	€ 300*
Student (after June 11, 2010)	€ 350*

**In order to apply for the reduced fee, students should be coauthor of a submitted paper. Before registering they should send a letter from their University or Tutor, stating the student status, to the conference Secretariat. A confirmation will be sent.*

Online procedure

Click on the registration link in the left menu in the conference web site <http://www.irmmw-thz2010.org>

A new page appears with 3 options:

- Option 1 is “**Preregistered participants**” allows people that already pre-registered to perform final registration using a form already pre-filled with the data of the pre-registration.
- Option 2 is “**Participants that already submitted an abstract to the conference**”; also in this case Participants will find the registration form pre-filled with the demographic data already used for the abstract submission
- Option 3 is “**New registration**”, for people that did not preregistered, nor submitted an abstract

Registration form consists of 4 pages:

Page 1 : in the first page please input demographic data, note that all fields marked with a “*” should be filled.

Page 2: Clicking on the **NEXT** button second page shows. Here you can choose the registration type, with the related amount to pay. Please indicate also if you plan to participate in the social events. These events are already included in your registration fee. Please consider that if you wish to register as a “Student” you have first to receive authorization from the conference organizers.

Page 3: Clicking on the **NEXT** button, page three is shown. Here you can choose the payment type from a dropdown list. A review of the payment amount is also shown. **Please note that the fee for payment “Cash at the Conference Site” is € 600.** If you wish to pay this way, please check that the correct amount of €600 is shown in the review.

Click on the PAY button

- 1) If **online payment (Credit Card/Paypal)** has been chosen, you will be redirected to the paypal secure platform for payment. You can then choose to pay with your paypal account (if you have one) or to use a credit card for payment. NO CREDIT CARD DATA ARE SAVED ON THE CONFERENCE DATABASE, all data are processed through the secure servers of Paypal. Once the operation is completed, you will be redirected to the **final page**, where a review of your registration is shown. **TO COMPLETE REGISTRATION YOU SHOULD ACCEPT THE TERMS AND CONDITIONS AND PRESS THE "FINISH" BUTTON**, otherwise your registration will remain in a "non live status" in our database.

- 2) If you use the **bank transfer** payment option, a page will show with the bank coordinates to be used for the payment. Bank Transfer should be performed within 5 working days from the registration and a copy of the transaction receipt should be sent to the fax n. +39 06 94005607 or by email to irmmwthz2010@enea.it. No expenses should be charged to the receiving bank for the transfer.

Bank coordinates for the transfer are:

Bank Name: Banca Monte dei Paschi di Siena

Account Holder: SYMPOSIA SRL

Account Number: 000000222925

IBAN: IT 90 L 01030 03244 000000222925

BIC/SWIFT-CODE: PASCITM1R25

Pressing the NEXT button you will be redirected to the **final page**, where a review of your registration is shown. **TO COMPLETE REGISTRATION YOU SHOULD ACCEPT THE TERMS AND CONDITIONS AND PRESS THE "FINISH" BUTTON**, otherwise your registration will remain in a "non live status" in our database.

- 3) If you choose **Cash at the Conference Site** payment option, a new page will show, reminding you that the fee for such an option is **€600**. If the amount shown below is different, please use the BACK button twice to go back to the registration type selection to correct it. Pressing the NEXT button you will be redirected to the **final page**, where a review of your registration is shown. **TO COMPLETE REGISTRATION YOU SHOULD ACCEPT THE TERMS AND CONDITIONS AND PRESS THE "FINISH" BUTTON**, otherwise your registration will remain in a "non live status" in our database.

If you have selected the option "I want to receive an email confirmation" a copy of the final page will be sent to the email address indicated in the registration form.

Once the registration is completed, a new page is shown: Here you can also access to the Symposia web site for hotel booking and to buy tickets for companions and for other tourist services.

Please consider that such services are not managed by ENEA and are organized by an external company. Any request for such services should be submitted to Symposia, at the address you will find on the Conference Web Site under Travel->Tourist services