

APPLICATION GUIDE FOR ICG2020 CONFERENCE

1. **The official language of the conference is English**
 - every information/document should be added in English
2. **Open the registration form (green online application button)**
3. **On the "New Account" tab, click the "New Account" button**
 - a. applicants should have a personal e-mail address
 - b. applicants should have separate e-mail address (just one person can be registered from one e-mail address!)
 - c. applicants should register only one time
4. **Please enter your personal information**

(Family name; First name and middle initial(s); Title; Gender; Company/Institution; Division; Country; City; Zip-code; Address; Phone; E-mail; Dietary restrictions)
5. **You will receive a confirmation e-mail upon registration.**

If you did not received a confirmation e-mail, please check your spam box.
6. **Please follow the instructions in the e-mail and set your password**

If you have any problem with the registration form, please follow the instructions on the right side of the registration form.
7. **Continue to fill out the form:**
 - a. **personal data**
 - b. **abstract submission** (Title; Presentation type; Topic; Authors: Name, affiliation; File uploading: Max 2.00 Mbyte File (doc, docx, rtf)) – *applicants can skip and upload it later*
 - c. **Set registration fee**
 - check your country's status
 - How to find out your country's status? Please check UNDP HDI Index.
<http://hdr.undp.org/en/countries>
 - Scores equal or more than 0.500 points: developed country
 - Scores less than 0.500 points: developing country
 - Student status: in order to receive the reduced fee, students must submit a letter of support from their academic supervisor, confirming their student status. The term student applies to all students (undergraduate, master and PhD). The letter should be sent to info@altagra.hu
 - d. **Check-in your Accompanying person** (Name)
 - buy the Welcome Cocktail ticket for your accompanying person in this section
 - optional programs for accompanying persons can be booked at the "Optional programs" tab.
 - e. **Book a room** (Single/Twin, Applicants here should add a note (name, roommate's e-mail address), if they wish to share the room.)
 - the roommate will receive an e-mail with a reservation code
 - if he/she could not accept the e-mail within 2 minutes, he/she should check their spam box, or please write an e-mail for the organizers
 - copy the reservation code from the e-mail to the accommodation tab on the registration form
 - f. **Select the optional programs** which you or your accompanying person wish to attend
 - optional dinners
 - technical tours
 - pre/post – conference tours
 - programs for accompanying persons
 - g. **Select the transfers**
 - h. **Create your Proforma Invoice(s)** (Select payment method: Bank transfer, Credit card; Your company name/Your name; Country; City; Zip-code; Address; VAT number) – Applicants are able to separate the ordered programs to separate invoices.
8. **Download order summary and the proforma invoice**
9. **Please check application forms**
10. **Finalize your application by paying the application fee as written on the proforma invoice**
11. **Every program should be ordered through the registration form.**