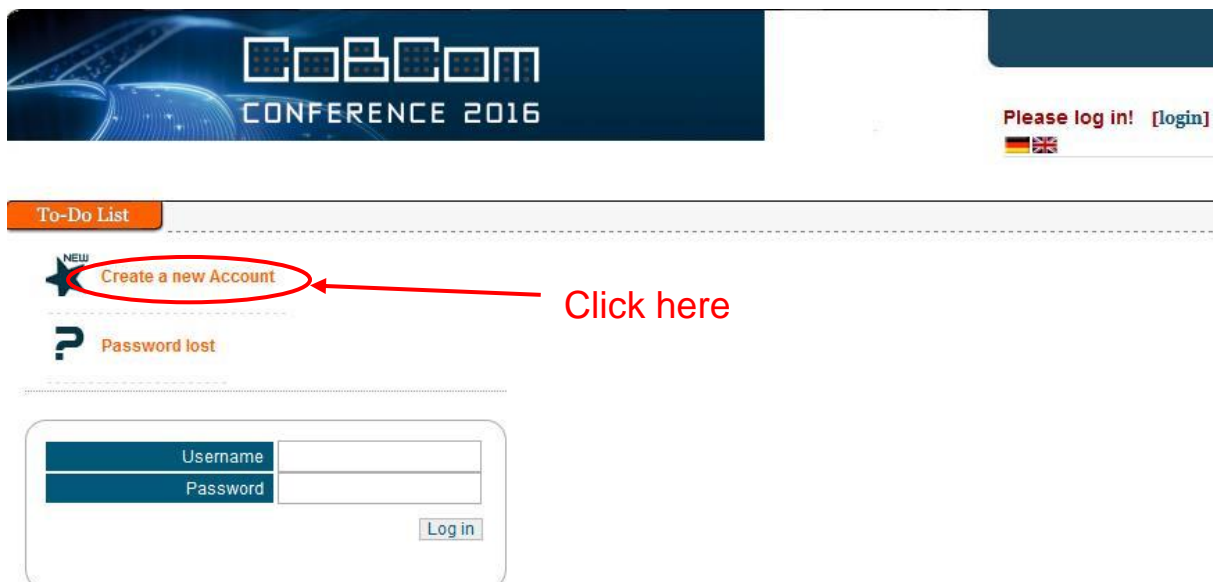# Online Registration Assistance

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

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: **Author, IEEE-Member, Regular** 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 https://www.cobcom.tugraz.at/wordpress/registration/ .

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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.

2. Registration

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

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.

Now you have to check the *Registration* field if you want to register for the Conference. There is also the option to book a space for the fieldtrip and don't forget to select "Additional paper" if you have more than one paper.

Furthermore you can choose the amount of persons (e.g. family members) who will travel with you. But **remember that *Accompanying Persons* can only participate in all scheduled Social Events. The fee does not include participation to the conference and proceedings.**

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.

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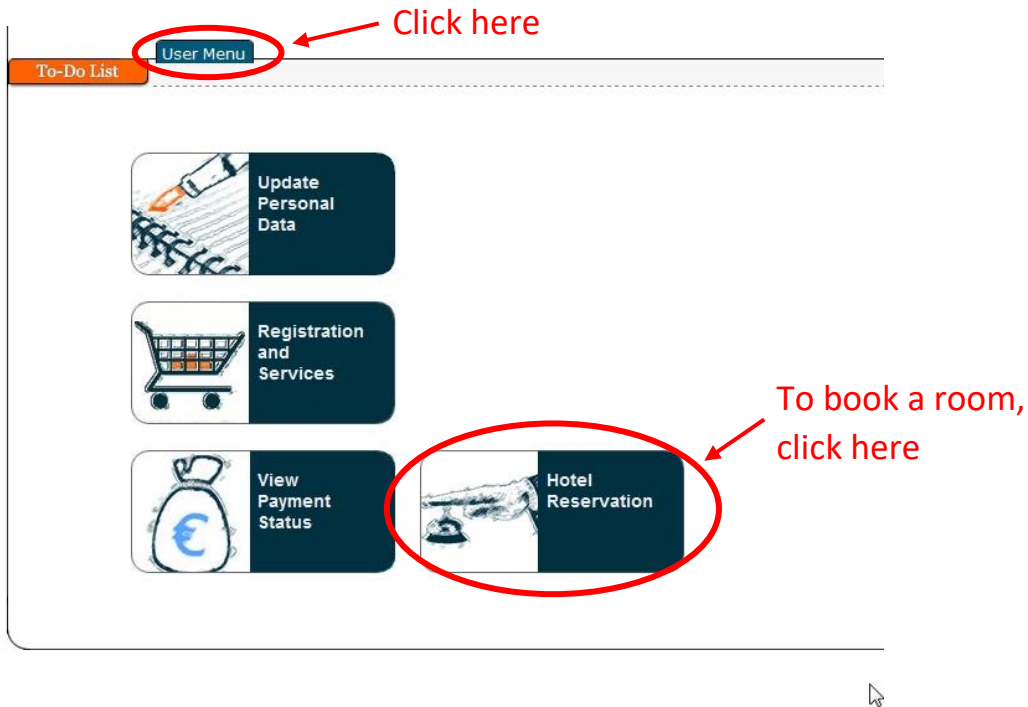
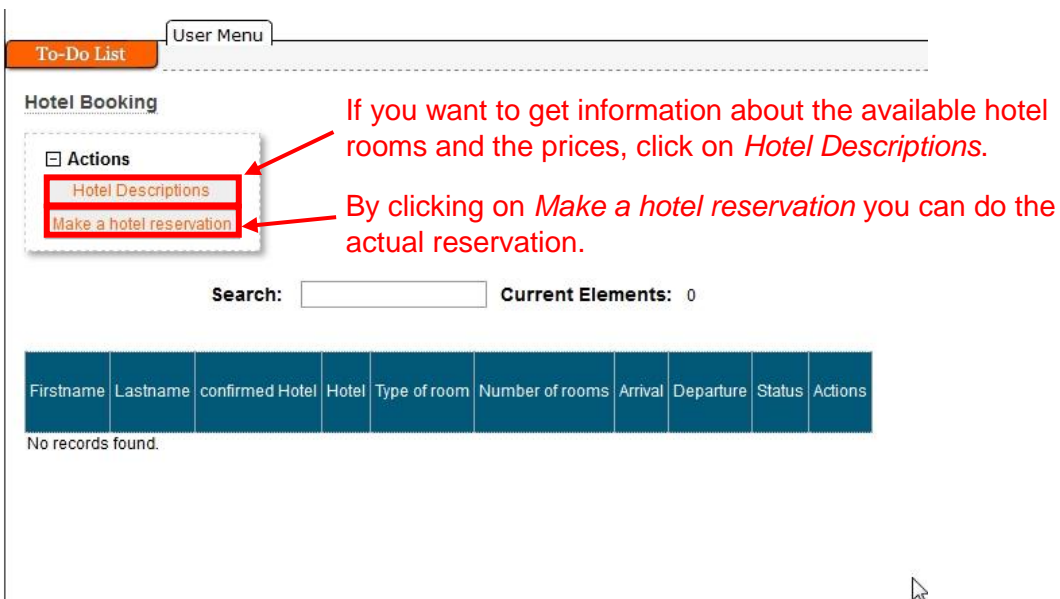If the payment was successful, you will automatically receive a receipt.

3. Book hotel rooms

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

Click here

To book a room, click here

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

If you want to get information about the available hotel rooms and the prices, click on *Hotel Descriptions*.

By clicking on *Make a hotel reservation* you can do the actual reservation.

By clicking on Hotel Descriptions, a pdf with all the necessary information about the hotel and the available rooms will be downloaded.
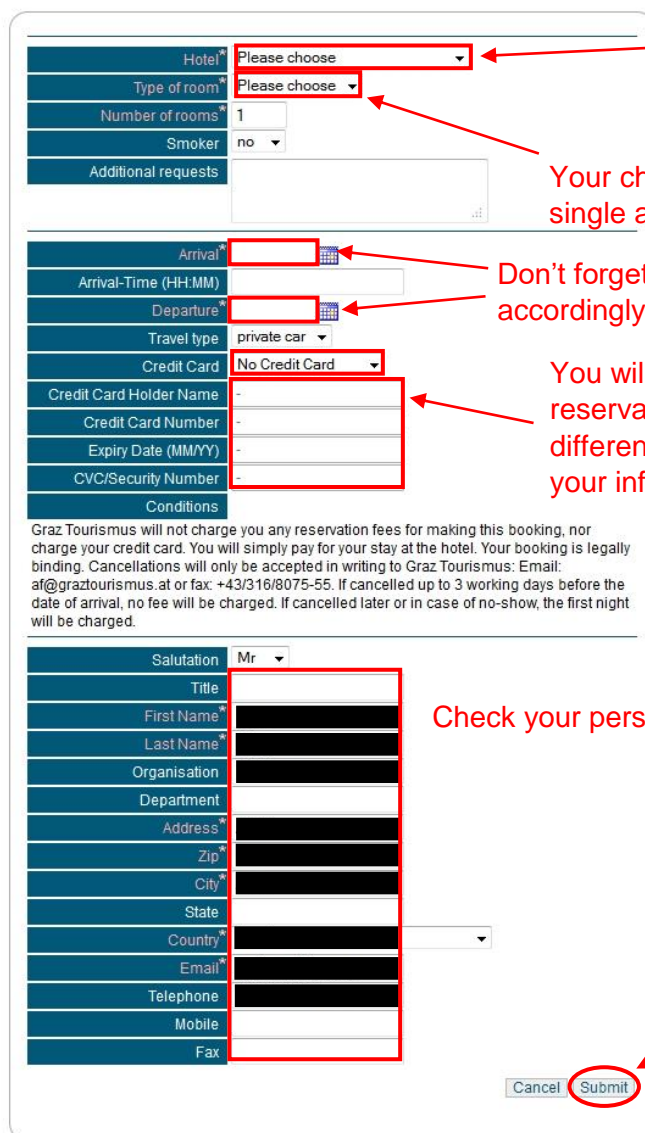
If you choose *Make a hotel reservation* you will be already able to book your room. You can decide on your hotel and the type of your room (single/double/smoker/non-smoker).

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

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