



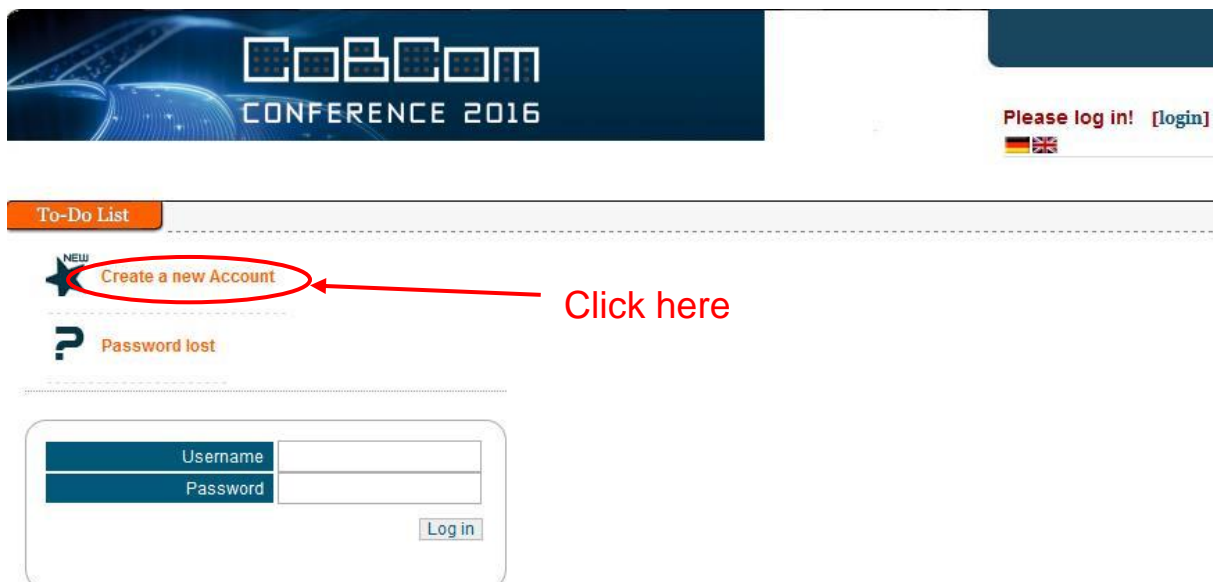
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Online Registration Assistance

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



The screenshot shows the top navigation bar of the COBCom 2016 website. On the right, there is a login prompt: "Please log in! [login]" with flags for Germany and the UK. Below this is a "To-Do List" section. The first item is "Create a new Account" with a "NEW" star icon, circled in red, and a red arrow pointing to it from the text "Click here". The second item is "Password lost" with a question mark icon. Below the list 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 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.

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="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



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2. Registration

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

User Menu Click here

To-Do List

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 where you can register for the Conference.

To-Do List

Conference Store

The displayed discounts may vary, as they depend on the payment method.

Registration

Registration	<input checked="" type="checkbox"/>
<i>Charge</i>	EUR 600,00 ... 480,00
<i>Description</i>	Reservation possible until: 16.9.2016 23:59

Services

Accompanying Person	0 ▾
<i>Charge</i>	EUR 150,00
Additional paper	0 ▾
<i>Charge</i>	EUR 200,00
<i>Description</i>	Reservation possible until: 14.9.2016 23:59

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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.

Conference Store

Create Invoice

Booking Date	2014-██████
Bookings	Registration: ██████
Invoice Charge (EUR)	██████
Payment type*	Credit card ▾
Invoice Address	████████████████████ ██ ██ ██ ██ ██
Comment	██ ██

Cancel Create Invoice

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.

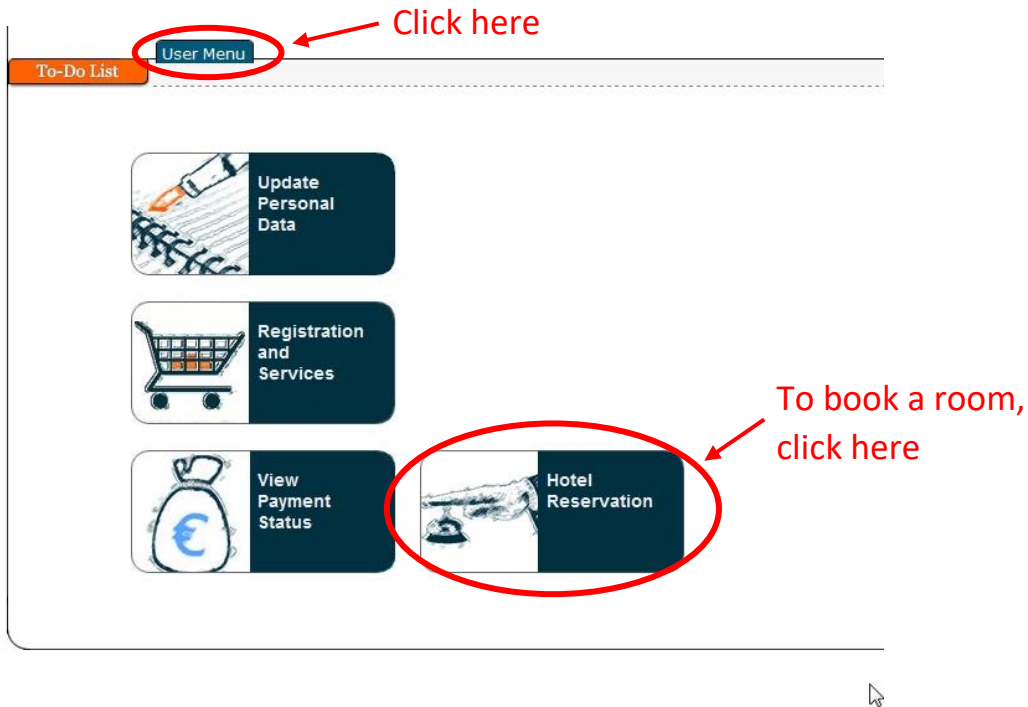
If the payment was successful, you will automatically receive a receipt.



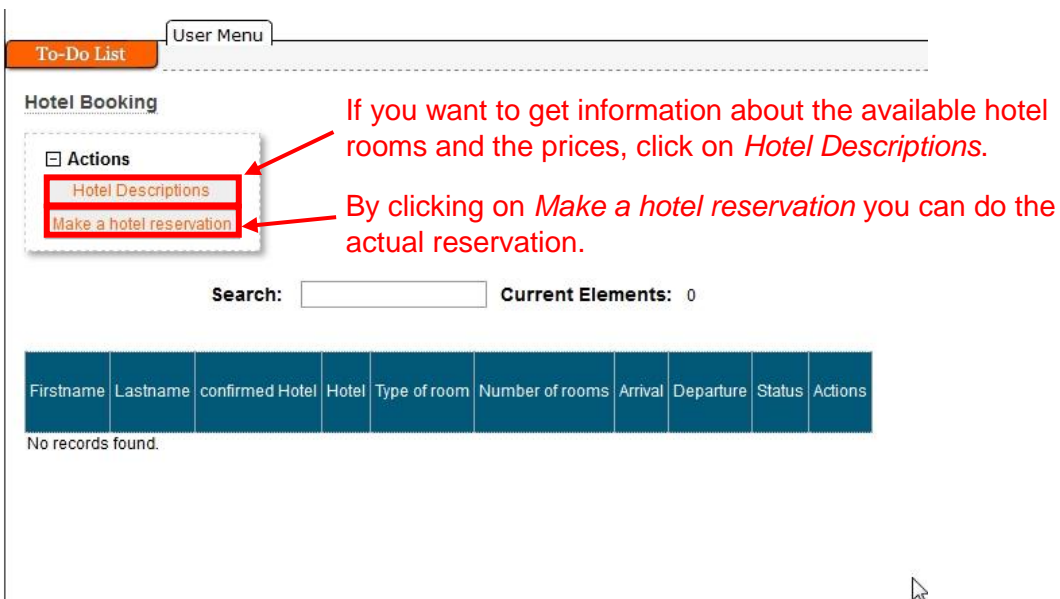
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3. Book hotel rooms

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.

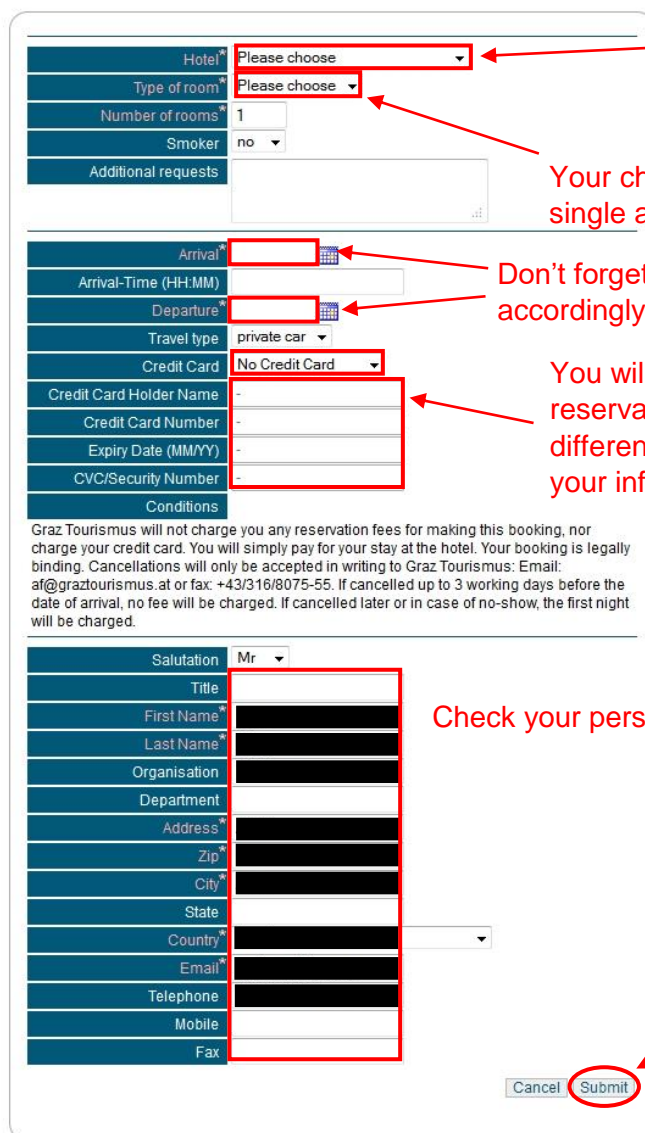


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If you choose *Make a hotel reservation* you will be already able to book your room. You can decide on your hotel and the type of your room (single/double/smoker/non-smoker).

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



The form contains the following fields and sections:

- Hotel:** Please choose (dropdown)
- Type of room:** Please choose (dropdown)
- Number of rooms:** 1 (input)
- Smoker:** no (dropdown)
- Additional requests:** (text area)
- Arrival:** (calendar icon)
- Arrival-Time (HH-MM):** (input)
- Departure:** (calendar icon)
- Travel type:** private car (dropdown)
- Credit Card:** No Credit Card (dropdown)
- Credit Card Holder Name:** (input)
- Credit Card Number:** (input)
- Expiry Date (MM/YY):** (input)
- CVC/Security Number:** (input)
- Conditions:** (checkbox)
- Salutation:** Mr (dropdown)
- Title:** (input)
- First Name:** (input)
- Last Name:** (input)
- Organisation:** (input)
- Department:** (input)
- Address:** (input)
- Zip:** (input)
- City:** (input)
- State:** (input)
- Country:** (dropdown)
- Email:** (input)
- Telephone:** (input)
- Mobile:** (input)
- Fax:** (input)
- Buttons:** Cancel, Submit

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.