

## **Registrations for the 17<sup>th</sup> International Congress of Speleology (17<sup>th</sup> ICS) are now open.**

### **Important Information for Registrants**

The **On-line Registration and Payment Facility** is accessed by choosing the '**REGISTER NOW**' button on the website's '**Register**' page. Before proceeding to register, you should read the information provided below and in the **Second Circular** and elsewhere on the website to assist with registering and selecting the various options available.

### **Categories of Registration and fees:**

There are three (3) categories of registration being offered, 'Full Congress Participant', 'Accompanying Partner' and 'Accompanying Children', along with three (3) scheduled fee payment rates for each, 'Early Discount' rate, 'Intermediate' rate and 'Late or On-site' rate. Also on offer is a 'Day Registration' category. These are further described in the Second Circular along with entitlements for each category.

### **Full Congress Participant:**

Early Discount rate A\$450 (closes 31 January 2017), Intermediate rate A\$500 (closes 1 June 2017), Late or On-site rate A\$550 (closes 23 July 2017) and Day registration rate A\$150 per day.

### **Accompanying Partner (Partners and children's excursion program is being planned):**

Early Discount rate A\$225 (closes 31 January 2017), Intermediate rate A\$250 (closes 1 June 2017), Late or On-site rate A\$275 (closes 23 July 2017) and Day registration rate A\$75 per day.

### **Accompanying Children (7 – 17 years):**

Early Discount rate A\$165 (closes 31 January 2017), Intermediate rate A\$185 (closes 1 June 2017), Late or On-site rate A\$205 (closes 23 July 2017) and Day registration rate A\$55 per day.

**Note:** An 'Accompanying Children' registration includes all accompanying children of a 'Full Congress' registrant, aged 7 – 17 years. You must complete a registration for one child (usually the eldest) and list all additional children (including any below age 7) in the 'SPECIAL REQUESTS' box at the bottom of the form for catering purposes. Children under age 7 are free but must be listed in the 'SPECIAL REQUESTS' box with either a 'Full', 'Accompanying Partner' or 'Accompanying Children' registration.

### **Options for Registrants:**

As well as the various categories of registration a number of options are available for registrants **at additional cost**. These options include the congress gala banquet, mid-week (Wednesday) excursions, pre and post congress excursions and a range of merchandise.

### **Excursions:**

Details for each excursion on offer is available in Circular 2 and on the 'Excursions' page on this website at <https://www.speleo2017.com/Excursions.html> . Please read this information before making your selection in the **On-line Registration and Payment Facility**. Some

excursions are not being organised by the ICS Organising Commission but are being offered in support of the Congress. For information about booking and payment for these special additional excursions please read the excursion detail information on this website. Planned Partner and Children's excursions may be booked and payed for at the Congress or as otherwise advised when more information is available and posted to this website.

### **Congress Merchandise:**

A range of congress merchandise is available for purchase by selecting these options during your registration process. Please review the merchandise option details on the 'Registration' page before proceeding to register. You must specify your size and colour preference in the 'SPECIAL REQUESTS' box at the bottom of the 'Registration' form.

### **Author Submission of Abstracts, Papers or Posters:**

The **On-line Registration and Payment Facility** also manages the submission of abstracts, papers and posters. Information for Authors and Reviewers will be posted here shortly.

## **Registration**

### **Create an Account:**

To register, make payment or submit an abstract or paper, you first need to create an individual '**Account**' in the **On-line Registration and Payment Facility**. Go to the registration facility by choosing the 'REGISTER NOW' button and once there, click the 'ACCOUNT' tab in the top toolbar, then fill in a profile for yourself. You will need a unique email to create an account. Each registration will require a separate account and unique email address. If your partner or children will be registering to attend, each one will need a separate email address in order to be able to create an account, shared emails are not possible due to the program setup in the On-Line Registration and Payment Facility. If your partner or child does not currently have a separate email account you should create a free temporary email account in 'Hotmail' or 'Gmail' or similar to use to create an account for registration.

An '**Account**' on the site just contains your profile information and lets us know that you are interested in attending. After creating an account you can proceed to register at any time.

When you create your account you will find some options at the bottom of the profile page. These include: 'Reader' (ordinary congress attendant), 'Author' (registrant planning to submit a paper or poster) and 'Reviewer' (those invited to review abstracts and paper submissions for acceptance). Make sure 'Author' is selected if you intend to submit a paper or poster at the Congress. If you later need to change these selections or update your profile information then 'LOG IN' and click the 'MyProfile' link on the right hand side of the page. If you forget your login then click the 'LOG IN' tab and select 'Forgot your password?' then follow the instructions to reset your password.

### **Registration and Paying for the Congress:**

The registration process will guide you through selecting options like pre or post conference trips and merchandise and paying for the congress.

In the **On-line Registration and Payment Facility** the 'REGISTRATION' tab can be found in the top tool bar and a "Registration" link can also be found under 'CONFERENCE INFORMATION'. Note that to register and pay for the congress, you will need your individual 'Account' first.

## **Payment Methods and Important Information**

### **By PayPal:**

At the end of the registration process you will be taken to the 'PAYPAL PAYMENT' page. The **On-line Registration and Payment Facility** only supports secure payment through PayPal. Clicking 'Continue' will connect you with PayPal. **Note:** if you do not wish to proceed with the payment at this stage you can select the HOME tab in the top toolbar.

Once connected with the PayPal site you will need to choose whether to use your own personal PayPal account or pay here with a debit or credit card. In the PayPal site you can still choose to not proceed with payment by clicking the link "Cancel and return to [ppaccount@speleo2017.com](mailto:ppaccount@speleo2017.com)" at the bottom of the page. You can proceed through the registration process again at a later time until you actually complete your registration payment. If you choose not to complete payment and later proceed through the registration process again you will have to reselect all your options.

Once you pay you will be returned to the On-line Registration and Payment Facility and our system will record you as having paid. **Note:** you are not actually registered to attend until you make payment. You will not be able to go through the registration process again once you have paid, however if you do need to change your registration choices then email [registrations@speleo2017.com](mailto:registrations@speleo2017.com) and we will make the necessary changes.

Your PayPal or card payment will be made into the PayPal account name of "David Butler", who is our Speleo 2017 ICS Treasurer.

### **By bank funds transfer:**

For registrants who do not wish to pay through PayPal, we can advise a method of manual payment by direct deposit to our Speleo 2017 bank account.

First proceed through the registration process. In the 'PAYPAL PAYMENT' page, do not click 'Continue'. Instead, click the 'HOME' tab in the toolbar to exit out of payment. Send an email to the Registration Manager; [registrations@speleo2017.com](mailto:registrations@speleo2017.com) and request advice for a manual bank transfer method for payment. The Registration Manager will advise the Speleo 2017 bank account details for payment. Please reference your name on the transaction. Once you have processed the bank funds transfer send the Registration Manager another email advising payment and provide the transaction reference code.

Remember, if you are unsure or have any questions then email the Registration Manager at [registrations@speleo2017.com](mailto:registrations@speleo2017.com) with your enquiry.

The 17<sup>th</sup> ICS Organising Commission welcomes your interest and registration now.