

## User Manual – Online Registration for the NeuroIS Retreat





1. Create a user account at <https://www.conftool.net/neurois-retreat-2020>
2. Login to your account and choose "Register as Participant"

### Welcome, Max Mustermann

You are logged in as user **MaxMustermann**.

You are not yet registered as participant. You can register below.

You can select from the following options:

-  **Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.
-  **Register as Participant**  
Here you can register for conference participation.
-  **Show User Account Details**  
Here you can access the personal data of your user account.
-  **Edit User Account Details**  
Here you can update your personal user data.

3. Choose your *participant type*  
Currently enrolled as student: please choose "Student Participants / Members"  
Not enrolled as a student: please choose "Regular Participants / Members"

Please note that students will have to upload a confirmation of their student enrolment at this point in the process.

1. Participant Status > 2. Event and Item Selection > 3. Payment Details > 4. Confirm Registration

**Participant Status Information**

\* Status **Registration - NeuroIS Retreat 2020 and/or NeuroIS Society Membership**

- Regular Participants / Members
- Student Participants / Members
- Institutional Member
- Guest for the NeuroIS Retreat 2020

Please note that students will have to upload a confirmation of their student enrolment at this point in the process (see below).

#### Registration for Participation - Step 1 of 4: Participant Status

Here you can register for conference participation. Please select your status.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status > 2. Event and Item Selection > 3. Payment Details > 4. Confirm Registration

**Participant Status Information**

\* Status **Registration - NeuroIS Retreat 2020 and/or NeuroIS Society Membership**

- Regular Participants / Members
- Student Participants / Members
- Institutional Member
- Guest for the NeuroIS Retreat 2020

Choose this option if you want to register for the NeuroIS Retreat 2020 or become a member of the NeuroIS Society and you are currently enrolled as a student (includes PhD students).

A file must be submitted to confirm your participant status and to proceed.  
Supported file formats: pdf, jpg, png. Maximum file size: 10 megabytes

Upload File or Confirmation  Student enrolment.pdf

Upload Information Please upload a file that confirms your current status as a student.

# User Manual – Online Registration for the NeuroIS Retreat

## 4. Choose your **conference items**

Next to the conference participation (first checkbox), you can also participate in the NeuroIS.org training course. You can also become a member of the NeuroIS Society / renew your membership at this point.

### Registration for Participation - Step 2 of 4: Event and Item Selection

Please select the events and items of interest to you.

1. Participant Status ✓		2. Event and Item Selection		3. Payment Details	4. Confirm Registration
<b>Participant Status Information</b>					
Registration Date: 28th Jan 2020, 12:38:35pm (Standard fee)					
Status: Regular Participants / Members					
<b>Events/Items</b>					
<b>Conference</b>				<b>Price</b>	
<input type="checkbox"/>	<b>NeuroIS Retreat 2020: June 2-4</b> Schloss Wilhelminenberg, Vienna, Austria The registration fee includes the coffee breaks and lunch on June 3 and June 4, dinner on June 2 and 3, and the Springer proceedings.			EUR 530.00 (incl. 10% VAT/GST)	
<input type="checkbox"/>	<b>NeuroIS Training Course 2020: June 2</b> Schloss Wilhelminenberg, Vienna, Austria The registration fee includes the coffee breaks and lunch on June 2.			EUR 100.00 (incl. 10% VAT/GST)	
<b>NeuroIS Society Membership</b>				<b>Price</b>	
<input type="checkbox"/>	<b>Regular membership (NeuroIS Society)</b> Please select this option if you want to become a member of the NeuroIS Society. Your membership will be valid through the calendar year 2020.			EUR 100.00 (incl. 10% VAT/GST)	
<b>Miscellaneous</b>					
Remark of Participant					

At this point, when you choose to attend the conference you will also asked for your date of arrival (for organizational reasons). Please indicate the date that is most likely / closest to your arrival.

<b>Participant Status Information</b>					
Registration Date: 28th Jan 2020, 12:38:35pm (Standard fee)					
Status: Regular Participants / Members					
<b>Events/Items</b>					
<b>Conference</b>				<b>Price</b>	
<input checked="" type="checkbox"/>	<b>NeuroIS Retreat 2020: June 2-4</b> Schloss Wilhelminenberg, Vienna, Austria The registration fee includes the coffee breaks and lunch on June 3 and June 4, dinner on June 2 and 3, and the Springer proceedings.			EUR 530.00 (incl. 10% VAT/GST)	
<input checked="" type="checkbox"/>	<b>NeuroIS Training Course 2020: June 2</b> Schloss Wilhelminenberg, Vienna, Austria The registration fee includes the coffee breaks and lunch on June 2.			EUR 100.00 (incl. 10% VAT/GST)	
<b>Date of Arrival</b>				<b>Price</b>	
<input type="radio"/>	<b>Date of Arrival</b>			EUR 0.00	
* Please select the date of your arrival		Please select...			
<b>NeuroIS Society Membership</b>				<b>Price</b>	
<input type="checkbox"/>	<b>Regular membership (NeuroIS Society)</b> Please select this option if you want to become a member of the NeuroIS Society. Your membership will be valid through the calendar year 2020.			EUR 100.00 (incl. 10% VAT/GST)	
<b>Miscellaneous</b>					
Remark of Participant					

## 5. Check your registration and enter **payment details**

On the next page you will be provided with a summary of your order and you have the opportunity to enter a different address for your invoice ("Use alternative address" – see Figure below).

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1. Participant Status ✓ 2. Event and Item Selection ✓ 3. Payment Details 4. Confirm Registration

Description	Unit Price	Fee (incl. VAT/GST)	Included VAT (GST)
Conference <b>NeuroIS Retreat 2020: June 2-4</b> Event Location: Schloss Wilhelminenberg, Vienna, Austria <i>The registration fee includes the coffee breaks and lunch on June 3 and June 4, dinner on June 2 and 3, and the Springer proceedings.</i>	€ 530.00	€ 530.00	10% € 48.18
Conference <b>NeuroIS Training Course 2020: June 2</b> Event Location: Schloss Wilhelminenberg, Vienna, Austria <i>The registration fee includes the coffee breaks and lunch on June 2.</i>	€ 100.00	€ 100.00	10% € 9.09
Date of Arrival <b>Date of Arrival</b> <i>Please select the date of your arrival: June 1 2020</i>	€ 0.00	€ 0.00	0%
<b>Total Amount</b>		€ 630.00	

The total is EUR 630.00 comprised of EUR 572.73 Net and EUR 57.27 VAT/GST

**Invoice Address: Choose Recipient of Invoice and Receipt**

\* Recipient of invoice and receipt  Use the address of the participant

Participant's address: Mustermann University  
Max Mustermann  
Mustermann Strasse 1  
4400 Steyr  
Austria  
info@neurois.org

Invoice address if different from the address of the user account

\* Recipient of invoice and receipt  Use an alternative address. Please select this option and enter details below.

**EU VAT ID**

EU VAT ID:

If the receiver of the invoice is a business client and located in the EU, please enter your **EU VAT Identification Number**. Please do not enter your national tax number.

**Participant Reference No.**

Reference:

You may enter a reference ID, e.g. a purchase order number or a VAT number to be printed on the invoice.

**Payment Details**

\* Method of Payment

Via credit card, using a secure online payment service.  
*Your credit card details will be required after the participant registration process.*  
*The following cards are accepted:*

- Visa
- MasterCard

## 6. Confirm your purchase

You will have one last opportunity to check your registration and at this point you will be provided with the terms and conditions that you have to read carefully and then accept, before you can proceed to the checkout.

**Registration for Participation - Step 4 of 4: Confirm Registration**

Please confirm your entries by clicking on "Confirm Purchase".  
Only then you are registered as a confirmed conference participant.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status ✓ 2. Event and Item Selection ✓ 3. Payment Details ✓ 4. Confirm Registration

**Name and Organization of User**

**Max Mustermann**  
Mustermann University  
Mustermann Strasse 1  
4400 Steyr  
Austria  
E-Mail: info@neurois.org

**1007**

**Participant Status Information**

Registration Date: 28th Jan 2020, 12:38:35pm (Standard fee)  
Status: Regular Participants / Members

Description	Unit Price	Fee (incl. VAT/GST)	Included VAT (GST)
Conference <b>NeuroIS Retreat 2020: June 2-4</b> Event Location: Schloss Wilhelminenberg, Vienna, Austria	€ 530.00	€ 530.00	10% € 48.18
Conference <b>NeuroIS Training Course 2020: June 2</b> Event Location: Schloss Wilhelminenberg, Vienna, Austria	€ 100.00	€ 100.00	10% € 9.09
Date of Arrival <b>Date of Arrival</b> <i>Please select the date of your arrival: June 1 2020</i>	€ 0.00	€ 0.00	0%
<b>Total Amount</b>		€ 630.00	

The total is EUR 630.00 comprised of EUR 572.73 Net and EUR 57.27 VAT/GST

**Payment Details**


Via credit card, using a secure online payment service. No payment has been recorded yet.

**Confirmation of Registration Terms**


Terms of Registration and Payment Terms and Conditions

## 7. Payment

If your registration was successful, you will be redirected to the "Overview" page of your user profile, which will now look as follows:

 **Participation Data Has Been Saved**  
The participation registration has been saved successfully. From the ConfTool "overview" page you can print out a registration confirmation and/or an invoice either now or later.


**Welcome, Max Mustermann**  
You are logged in as user **MaxMustermann**.  
You are registered as participant. Total Amount: EUR 630.00  
Selected payment method: Via **credit card**, using a secure **online** payment service.  
No payment has been recorded yet.  
Please use our secure online system to enter your credit card data.






Please note that Cookies have to be enabled for an automatic processing of your payments (this is usually the case).  
If you experience any problems, please contact the conference organizers at [info@neurois.org](mailto:info@neurois.org).

If you press the button "Start Payment" (in the red circle), you will be redirected to the page of our payment provider (see below). You will receive another confirmation if you credit card payment was successful.

Please enter the following data:

<b>Amount: 630,00 EUR</b> Date: 2020-01-28 NeuroIS Retreat 2020 Registration, Max Mustermann	<b>Card number:</b> <input type="text"/>
	<b>Expiration date:</b> <input type="text"/> <input type="text"/>
	<b>Card security code:</b> <input type="text"/> 



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