Manual - Registration for IIEMCA19 with ConfTool

You can register for IIEMCA19 via ConfTool. In case you have not yet created an account for ConfTool, please see this PDF for information on user account creation or directly click on this link to create a ConfTool-account.

1. As soon as you have created your ConfTool-account and are logged in, click on "**Register as Participant**" to start the registration process.

2. "**Time Discount**" depicts the registration period (early bird, regular). Check out our IIEMCA19-registration website to find out about different periods and corresponding rates.

3. Please choose your participant status out of the following three:
   a. **Regular**: Choose this status if you are neither a Student / Ph.D. Student nor Staff.
   b. **Student / Ph.D. Student**: In case you are a university student or Ph.D. student please choose this status. In the following you will need to provide a proof of this status by uploading a valid certification (*.jpg or *.pdf with a maximum file size of 10 megabytes). **Important**: Once you have uploaded a file, you can only replace it by cancelling the registration process, logging out and logging in again to your ConfTool-account. We will review the uploaded document and let you know in case we need further/other information on your chosen status. In case that no proof for the participation status is provided, the full registration fee will be due.
   c. **Staff**

4. After you have chosen a status and provided all relevant information, click on "**Proceed to Step 2: Event and Item Selection**".

5. You will now see the registration fee and can select to book the conference dinner:
   a. **Preselected: Registration Fee – International Institute for Ethnomethodology and Conversation Analysis Conference 2019**. The registration fee includes admission to the conference, all coffee breaks, four lunches, and conference materials.
   b. **Conference Dinner**: The conference Dinner will take place on July 4, 2019 and will be held in the "Gartensaal" of Mannheim Palace. Please note that there is limited availability of tickets to the conference dinner.

6. On the bottom page, in the "**Remarks**"-section, you are given the opportunity to enter information on special diet requirements such as strictly vegan or vegetarian diets as well as allergies or food intolerances. We will try our best to meet these needs for both lunch and conference dinner planning.

7. Click on "**Proceed to Step 3: Payment Details**" after you have entered all relevant information.

8. Please select if you would like your ConfTool-account address to be the **address of your invoice and receipt** or if you would like to enter an alternative address. In case of the latter, please enter all relevant information.

9. As pre-selected, your payment **must be made by credit card**, carried out via the **online payment service Stripe**. The Stripe gateway is able to process Visa, MasterCard and American Express credit card payments. You won't need your credit card details at this point of the registration, but later on.

    By paying via Stripe, you agree that ConfTool will send the following data to stripe for the purpose of processing your registration payment: Amount to be paid, currency, your e-mail address, description of payment, ConfTool ID, and Invoice-No. For Stripe's privacy policy, see https://stripe.com/de/privacy. For Stripe's terms of service, see https://stripe.com/de/checkout/legal.

10. Click on "**Proceed to Step 4: Confirm Registration**".

11. Check your registration data for correctness and return to previous pages by using the "**Return to Step 3** (2 or 1)"-button on the bottom of the page in case you would like to edit any of your entered information.

12. Read the "**Terms of Registration and Payment**" carefully and tick the box right to "**Confirm**" if you agree with the terms. You will be able to review the terms of registration and payment by going to "Access Your Participant Registration Details" on the "Overview"-site in ConfTool.

13. Click on the button "**Confirm Purchase**" to finalize your registration process. In the following, you will be redirected to the ConfTool-"Overview"-page. Wait a few seconds until a Stripe-interface pops up in the middle of your screen. Please note that JavaScript and Cookies have to be enabled to use the payment system (this is usually the case). You might also need to check the settings of your browser's pop-up blocker and try again by pressing the button "**Please select the button to start the payment process.**" in the ConfTool-"Overview"-menu. Finally, type in your credit card details and click on "**Pay € XX**" to complete your registration.

14. After your registration you can download your "**Invoice and Registration Confirmation**" (combined in one document) as well as a "**Payment Receipt**" in the ConfTool-"Overview"-menu by clicking on the corresponding buttons. In case your payment has not yet been fully processed by the ConfTool system you can only access a "**Registration Confirmation".**

Please be in touch if you encounter any problems or have any further questions regarding your registration: iiemca19@ids-mannheim.de

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