



Guidelines for ONLINE REGISTRATION

Click the following link to start the registration procedure:

<https://isekifoodconf2023.meetinghand.net/en/account/register>

IMPORTANT: Registration is mandatory before you submit an abstract. If your abstract is rejected, you can cancel your registration without any cancellation fee.

HOW TO REGISTER

- select the registration type
- if you are a student, it is mandatory to upload a valid student ID or certification of your institute
- fill in your personal details (e-mail address, name, institution/company, address etc.)
- click *“Book now & pay later”*
- agree to the Terms and Conditions

You will be redirected to your Conference Account page and you will receive an automatic email with the login details for your Conference Account. **Please keep this email for future reference!**

On your Conference Account page, you have the following options:

The screenshot shows the registration dashboard for the 7th International ISEKI-FOOD CONFERENCE. The page includes the ISEKI-FOOD ASSOCIATION logo, the event title, and the University of Paris-Saclay logo. The user's name is displayed as 'Name SURNAME'. The dashboard features a 'Registration' section with details: Participant Name: Name SURNAME, Registration Type: ISEKI-member Registration (Early), Registration Fee: € 400,00, Confirmation Status: Reserved, and Documents: Proforma Invoice for Registration. There are links for 'Edit Registration' and 'Cancel'. Below this is a 'Next Steps...' section with options: 'Upload and send your documents for Abstract', 'See what is in the store', and 'Participate in workshops and widen your knowledge'. Callout boxes on the left and right provide instructions: 'Create & download a proforma invoice' (points to the Proforma Invoice document), 'Edit or cancel your registration' (points to the Edit Registration and Cancel links), 'Submit an abstract' (points to the 'Upload and send your documents for Abstract' step), 'View your payment history and download your final invoice.' (points to the Payments & Invoices link), 'Book your conference dinner' (points to the 'See what is in the store' step), and 'Register for a workshop' (points to the 'Participate in workshops...' step).

- **Create & download a proforma invoice.** Use this invoice to make your payment. All relevant details for the payment procedure are stated on this document.

- **Edit or cancel your registration.** You can make changes in the contact details or cancel your participation in the event.
- **Submit an abstract.** You can submit up to 2 abstracts. Follow the abstract submission guidelines for more information.
- **View your payment history and download your final invoice.** After the conference organisers have received your payment, you will be able to view the confirmation and download the final invoice.
- **Book your conference dinner.**
- **Register for a workshop.** You can register for one or more workshops that will take place before the conference day. More information for the workshops are available on the conference website.

PAYMENT PROCEDURE

Once your payment has been received by the conference organisers, you will receive an automatic email confirmation that your registration has been confirmed. You can log in to your Conference Account, on the tab “Payments & Invoices” and then “Payment History”, and “**Create an invoice**”, which will be your final invoice that ensures that your payment was successful.

The screenshot shows the user interface of the ISEKI-FOOD ASSOCIATION conference account. At the top, there are logos for ISEKI-FOOD ASSOCIATION, UNIVERSITY OF PARIS-SACLAY, AGROPARISTECH, and université PARIS-SACLAY. The main navigation bar includes 'Dashboard' and 'Payments & Invoices'. The 'Payments & Invoices' section is expanded, showing a 'Payments' tab with 'Awaiting Payments' and 'Payment History' options. A payment record is displayed with a 'Create Invoice' button highlighted by a red arrow.

SERVICE	DETAILS	AMOUNT
Registration	ISEKI-member Registration / Early	€ 1,00

Should you have any problems with your registration, please contact conference@iseki-food.net.