

REGISTRATION GUIDE FOR IGA2021 ONLINE CONFERENCE

1. The official language of the conference is English
- every information/document should be added in English
2. Open the registration form (green online registration button below)
3. On the "New Account" tab, click the "New Account" button
 - a. applicants should have a personal e-mail address
 - b. applicants should have separate e-mail addresses (just one person can be registered from one e-mail address!)
 - c. applicants should register only one time
4. Please enter your personal information
(Family name; First name; Title; Gender; Company/Institution; Division; Country; City; Phone;
Other contact information (eg. Viber, WhatsApp, Skype), E-mail
You will receive a confirmation e-mail upon registration.
If you did not receive a confirmation e-mail, please check your spam box.
5. Please follow the instructions in the e-mail and set your password
If you have any problem with the registration form, please follow the instructions on the right side of the registration form.
6. Continue to fill out the form:
 - a. personal data
 - b. abstract submission (Title; Presentation type; Topic; Authors: Name, affiliation; File uploading: Max 2.00 Mbyte File (doc, docx, rtf) – *applicants can skip and upload it later*)
 - c. Set registration fee
IGA Member by regions / Not member of IGA

If you are IGA MEMBER, your registration is completed at this point.

NOT IGA MEMBERS:

- d. payment invoice type-Private individual or Company/institute (Your company name/Your name; Country; City; Zip-code; Address; VAT number)
7. Download your Proforma Invoice(s) (Your company name/Your name; Country; City; Zip-code; Address; VAT number)
8. Download order summary and the proforma invoice
9. Finalize your registration by paying the registration fee as written on the proforma invoice in case you are not IGA member

conference secretariat