APPLICATION GUIDE FOR ICG2022 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 application button)**
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 address (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 and middle initial(s); Title; Gender; Company/Institution; Division; Country; City; Zip-code; Address; Phone; E-mail; Dietary restrictions)
5. **You will receive a confirmation e-mail upon registration.**
   If you did not received a confirmation e-mail, please check your spam box.
6. **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.
7. **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**
      - check your country's status
      How to find out your country's status? Please check UNDP HDI Index.
      http://hdr.undp.org/en/countries
      Scores-index equal or more than 0.500 points: developed country
      Scores-index less than 0.500 points: developing country
      - Student status: in order to receive the reduced fee, students must submit a letter of support from their academic supervisor, confirming their student status. The term student applies to all students (undergraduate, master and PhD). The letter should be sent to icg2022@altagra.hu
   d. **Check-in your Accompanying person** (Name)
      - buy the Welcome Cocktail ticket for your accompanying person in this section
      - optional programs for accompanying persons can be booked at the "Optional programs" tab.
   e. **Book a room** (Single/Twin, Applicants here should add a note (name, roommate's e-mail address), if they wish to share the room.)
      - the roommate will receive an e-mail with a reservation code
      - if he/she could not accept the e-mail within 2 minutes, he/she should check their spam box, or please write an e-mail for the organizers
      - copy the reservation code from the e-mail to the accommodation tab on the registration form
   f. **Select the transfers**
   g. **Create your Proforma Invoice**(s) (Select the invoice type private/ individual or Company / institute; Your company name/Your name; Country; City; Zip-code; Address; VAT number) – Applicants are able to separate the ordered programs to separate invoices.
8. **You will receive an email with your pro forma.**
9. **Please check application forms**
10. **Finalize your application by paying the application fee as written on the proforma invoice**
11. **Every program should be ordered through the registration form.**