

CONFTOOL delegate registration tutorial

As updated on 16 July 2024

From 2017, ICSOBA selected ConfTool ([ConfTool - Flexible Conference and Event Management Software](#)) as its Conference and Event Management Software. ConfTool is a Web-based event management system developed to support the organization of academic conferences, workshops, congresses, and seminars. It has helped more than 5000 organizers to make their events a success and is available in over 15 languages.

Every year, ConfTool is specifically configured to meet the needs of the ICSOBA International Conference and Exhibition. With time and experience, we progressively fine-tuned ConfTool scope and usage to optimize efficiency.

As of 2024, ConfTool is used for two purposes:

- A. the submission and review process of contributions,
- B. the registration, administration, and invoicing of participants.

The very purpose of this tutorial is to provide guidance to ICSOBA participants on how to register to an ICSOBA International Conference and Exhibition.

Although most of ICSOBA participants are familiar with ConfTool usage, the growing audience of ICSOBA means every year many newcomers are experiencing such registration process. As every organiser's communication, participant access rights and access to the online conference platform, participant badges content, determination of fee, fee payment tracking... are developed and processed based on ConfTool database, it is compulsory each participant input personally his/her personal details and program selected options.

This what we hope to facilitate by providing this tutorial.

This document is a living document and will be enriched and updated regularly from the user's feedback.

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The registration process consists of 3 separate and successive phases. The sequence of the phases needs to be complied with, but the 3 phases could be undertaken one after the other during the same session, or the process could be ended at the end of any phase and resumed later.

These 3 phases are:

- **Create New User Account**
- **Registering to the Conference**
- **Conference fees payment**

This tutorial is dealing with each of these phases.

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1. Create New User Account

At the time of the yearly parameter setting of ConfTool, only the previous year reviewer's accounts (and ICSOPA Directors) are uploaded in the system.

This means that if you are a last year reviewer, you can skip this step of creating a new account **providing you are using the same email address as you used last year.**

For all other participant, you must first complete this first step.

Note: for some specific cases (typically participants benefiting from free registration as part of a Sponsor package), ICSOPA administrator may create your user account. In such case, you will receive an email from the ConfTool, system inviting you to reset your password and enter your personal details (step 1.2 of this tutorial)

1.1. Reach ConfTool login page

Reach this page at [ICSOPA 2024 - ConfTool Pro - Login](#)

Register New

ICSOPA Conference Administration

Please log in to be able to **submit a contribution**, enter or view reviews or to register for **conference participation**.

If you have not yet created a user account, please do so now.

Please note that **only the reviewer accounts of the preceding ICSOPA 2023 were copied**.
All other users will have to **create a new account** for this event.

Account Login

[First time here?](#)

[Register new](#)

Registered users

E-mail or user name: · [Forgotten your user name?](#)

Password: · [Forgotten your password?](#)

Login

[Mobile View](#) 

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Privacy Statement · Conference: ICSOPA 2024

Conference Software: ConfTool Pro 2.8.103+TC
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1.2. Register New

Filled in all the compulsory fields marked with an asterisk (*)

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Login



Register New

On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (*) must be filled in.

Personal Information

* Organization / Company	<input type="text"/>
Department	<input type="text"/>
* Title	<input type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
* First & Middle Name	<input type="text"/>
* Last Name / Family Name	<input type="text"/>
* Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
(*) Postcode / ZIP Code	<input type="text"/>
* City	<input type="text"/>
(*) State / Territory / Province	-- Please Select (only U.S. / Can / Aus) ▾
* Country	France ▾
* Nationality	Please select... ▾
Date of Birth	1 ▾ Jan ▾ 1901 ▾
Place of Birth	<input type="text"/>
Phone	<input type="text"/>
* E-Mail	<input type="text"/>
Secondary E-Mail (Optional)	<input type="text"/>
Personal Assistant E-Mail (cc E-Mail)	<input type="text"/>
	<small>You may enter the e-mail address(es) of one or several person(s) to receive copies (CCs) of all personal messages sent to you by ConfTool. Several addresses have to be separated by commas.</small>
Homepage URL	<input type="text"/>

If you require a visa support letter from ICSoba, fill in the next two paragraphs (this can be done at a later stage as you will always be able to come back to your personal details).

Passport No.	<input type="text"/>
Passport Issue Place	<input type="text"/>
Passport Issue Date	1 ▾ Jan ▾ 2015 ▾
Passport Expiry Date	1 ▾ Jan ▾ 2015 ▾
Date of Arrival	1 ▾ Jan ▾ 2015 ▾
Date of Departure	1 ▾ Jan ▾ 2015 ▾
Accommodation Address	<input type="text"/>
	<small>Name and address of your accommodation, hotel etc.</small>
Address and Fax No. of Embassy	<input type="text"/>
	<small>Address and fax number of the embassy where you will apply for your visa.</small>

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Tick the data privacy check box as well as the email usage you select.

Add any comment you deem useful for the organisers.

* Data Privacy Agreement	<p>Data Privacy Agreement</p> <p>In order to use the ConfTool system, you will create a user account with your personal details. Your user data, your actions and the results of your actions will be stored within the system.</p> <p>Use and Disclosure of Personal Data</p> <p>Information stored in the ConfTool system will exclusively be used in relation to this event or a subsequent event. Your personal data will only be passed on to third parties if this is necessary for the organization of the event, for billing purposes or for legal reasons (e. g. in the case of an external audit), but it will not be distributed or sold to other parties for other purposes.</p> <p>Right to Information</p> <p>Upon request, the organisers of this event will provide you, in writing, with all personal data they have stored about you. You can inquire where the data were collected, to whom they are disclosed and the purposes for which they have been stored.</p> <p>Privacy Statement</p> <p>By accepting the privacy agreement you also confirm that you read the privacy statement of the operators of this ConfTool installation.</p> <p><input checked="" type="checkbox"/> I accept the data privacy agreement.</p>
Usage of your email	<p>I agreed that ICSOPA will use my email</p> <p><input checked="" type="checkbox"/> To send me the ICSOPA News You Authorize ICSOPA to send you information by mail during the Year (newsletter, call for paper,...)</p> <p><input checked="" type="checkbox"/> To share my email with the Media Partner of ICSOPA You authorize ICSOPA to share your information with ours Media Partner (Metal World,...)</p>
User Comments	<p>Require vegetarian diet</p>

Fill in the account information. These are compulsory fields marked with an asterisk (*)

Account Information	
* User Name	<input type="text" value="Bloggy"/> <small>Your user name must be at least two (2) characters long. It is case sensitive.</small>
* Password	<input type="password" value="*****"/> <small>Passwords must have at least five (5) characters. They must include at least one letter (a-z) and one number (0-9). Passwords are case sensitive.</small>
* Confirm Password	<input type="password" value="*****"/> <small>Please repeat your password for verification.</small>

Depending on what you would like to do now, click either on:

- Create User Account Only
- Submit and begin With Participant Registration

	Submit and Begin With Participant Registration
	Submit and Begin With the Submission of a Contribution
	Create User Account Only

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If one or several compulsory fields were missed or wrongly filled in, you will get an “Error During Registration” message.

When selecting “Create New User Only”, if everything OK, you will get a screen like:



The screenshot shows the registration system interface for the 42nd ICSOPA Conference and Exhibition in Lyon, France (October 27-31, 2024). The user, Prof. Joe W. Bloggs, is logged in. A green notification box states: "Registration Information: Your user account has been established. Next time you visit the conference system, please use your user name and password to log in." Below this, a pink banner indicates: "You are not yet registered as participant. You can register below." A list of options is provided:

- Your Submissions**: Here you can submit a new abstract and manage your submitted abstract or papers.
- Register as Participant**: Here you can register for conference participation.
- Visa Invitation Letter**: You may now download and print out your visa invitation letter (PDF file).
- 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.
- Logout**: Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**: Sign out and return to the website "42 nd Conference and Exhibition ICSOPA 2024".

At the bottom, there is a "Print View" button and footer information: "Contact and Legal Notice · Contact Address: conftool@icsoba.org · Privacy Statement · Conference: ICSOPA 2024" and "Conference Software: ConfTool Pro 2.8.103+TC © 2001–2024 by Dr. H. Weinreich, Hamburg, Germany".

From this page, you can:

- Check and/or edit/update your account detail.
- Generate an Invitation letter for the conference.
- Generate a visa Invitation letter for the conference (if you filled in the passport and arrival/departure details).
- Logout and come back later by login in using the Username and Password you just defined
- Register to the conference as participant (same as if you would have selected “Submit and began With Participant Registration” on previous screen

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This completes the process of creating a New User Account in ConfTool.

Therefore, as the end of this first phase, you achieved the status of “ConfTool user”. You have NOT yet register to attend the conference.

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2. Registering to the conference

If you have stopped the process after creating your ConfTool, account and you now want to register to the conference, you need first to log in using Username and Password you defined during previous step.

Register New

ICSOBA Conference Administration

Please log in to be able to **submit a contribution**, enter or view reviews or to register for **conference participation**.

If you have not yet created a user account, please do so now.

Please note that **only the reviewer accounts of the preceding ICSOBA 2023 were copied**.
All other users will have to **create a new account** for this event.

Account Login

First time here?

[Register new](#)

Registered users

E-mail or user name: · [Forgotten your user name?](#)

Password: · [Forgotten your password?](#)

[Mobile View](#)

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Login will bring you to the “overview” screen:

Overview | Joe W. Bloggs v | Logout

Do not forget to register for the conference!
You are not yet registered as a conference participant. If you wish to participate, you can register via the menu item "Register as Participant".

Welcome, Prof. Joe W. Bloggs

You are logged in as user joe.

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

You can select from the following options:

- Your Submissions**
Here you can submit a new abstract and manage your submitted abstract or papers.
- Register as Participant**
Here you can register for conference participation.
- Visa Invitation Letter**
You may now download and print out your visa invitation letter (PDF file).
- 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.
- Logout**
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website**
Sign out and return to the website "42 nd Conference and Exhibition ICSOBA 2024".

[Print View](#)

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From which you select: Register as Participant

The registration process itself is split into 4 steps:

2.1. Participant status

Select your Status Information.

Pay attention to the status of your company: if your company is an ICSoba Corporate Member, you benefit of a 10% discount on the registration fee. To get this discount, you need to enter the Company Discount Code in the field opening on the bottom of the screen.

So check the status of your company at [Corporate - ICSoba](#) and request from your company ICSoba representative the discount code.

Please note if you wrongly register as participant whilst eligible to CM discount, we will not be able to refund you with this discount.

← Overview
Joe W. Bloggs ▾ | Logout

Overview > Participant Data ?

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. Registration summary
4. Confirm Registration

Participant Status Information

	Time Discount	Early Bird
<p>If you are a Corporate Member Company employee, you can benefit of a registration discount. Check CM companies @ Corporate - ICSoba</p> <p>Please note if you wrongly register as delegate whilst eligible to CM discount, we will not be able to refund you with this discount.</p>		<input type="radio"/> Participant <input type="radio"/> Speaker <input type="radio"/> Student or retired (delegate / speaker) <input checked="" type="radio"/> Corporate Member Participant <input type="radio"/> Corporate Member Speaker <input type="radio"/> Exhibitor
	Registration Code, Member ID or Student ID	<input type="text" value="XYZT"/> <small>Membership must be proven on arrival.</small>

Name Badge Data

Please enter your name as you would like it to appear on your name badge .	
* Full Name	<input type="text" value="Joe W. Bloggs"/>
<small>Please do not add your title to the text. Maximum length: 25 characters.</small>	
* Organization / Company	<input type="text" value="Ozalu"/>
<small>Maximum length: 50 characters.</small>	
* Country	<input type="text" value="Australia"/>

Proceed to Step 2: Event and Item Selection

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Don't forget to cross check and edit if required your badge details as you would like them to appear on your Name Badge

Click on "Proceed to step 2"

2.2. Event and Item selection

On this screen, you will be able to select the event you would like to participate during the conference.

- Physical or online registration
- Complementary event and other chargeable options
- Send remarks to the organisers.

Please note that your registration includes invitation for one accompanying person to the welcome cocktail and the gala dinner. However, this invitation doesn't allow for conference or exhibition participation.

For better management of the conference catering, help us by indicating the right number in these fields.

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< Overview
Joe W. Bloggs
Logout

Overview > Participant Data

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. Registration summary
4. Confirm Registration

Participant Status Information

User ID: 2274
 Date of First Registration: 7th July 2024, 06:03:39pm (Early Bird)
 If you are a Corporate Member Company employee, you can benefit of a registration discount.
 Check C/M companies @ Corporate - ICSOPA
 Please note if you wrongly register as delegate whilst eligible to C/M discount, we will not be able to refund you with this discount.
 : Participant

Events/items

Conference registration	Price
<input type="checkbox"/> Physical conference registration 28-30 October 2024 Lyon, France * To help us to better manage conference room allocation, please select the main field you intend to attend Aluminium Electrolysis	USD 1,000.00
<input type="checkbox"/> Online conference registration 28 - 30 October 2024 Online The conference will be broadcasted on Whovis	USD 400.00

Complementary events Those events are included in your conference fee

2	▼	Welcome Cocktail Sunday, 27/Oct/2024: 8:00pm - 10:00pm Marriott Lyon Cité Internationale
2	▼	Gala dinner Tuesday, 29/Oct/2024: 7:30pm - 11:30pm Abbaye de Colonges "Paul Bocuse"

Optional events Those events require a specific registration

1	▼	"Memorial" trip Sunday, 27/Oct/2024: 9:00am - 5:00pm Aluminium valley - Vallée de la Maurienne Guided tour of Meurienne historical industrial sites - Full day return trip from Lyon This tour is subject to 15 participants minimum and limited to 50 maximum	USD 50.00 single price
1	▼	Bootal event : Cruise dinner Monday, 28/Oct/2024: 7:30pm - 11:30pm Discover Lyon by night during sightseeing tour on the Rhône and Saône rivers Enjoy cocktail dinner and meet our tonight sponsor representatives (Hoxel Company) Limited to 160 participants maximum	USD 50.00 single price
1	▼	Bootal event : Fun party Wednesday, 30/Oct/2024: 8:00pm - 10:00pm Have fun with DJ music, casino gaming and magic tricks for the last night of the conference at picturesque Fort de Vaise, downtown Lyon city Enjoy cocktail dinner and meet our tonight sponsor representatives (Hoxel Company) Limited to 160 participants maximum	USD 50.00 single price

Technical Field Trips Those trips require a specific registration

<input type="checkbox"/>		Technical Field Trip to Dunkirk - Aluminium Smelter Thursday, 31/Oct/2024: 7:00am - 11:00pm The Aluminium Dunkerque plant is located approximately at 750 kms from Lyon. The program includes a return trip to Lyon. Please check the last updated details and schedule of the plant visit on ICSOPA website Limited to 50 participants maximum (return + one way option)	USD 300.00
<input checked="" type="checkbox"/>		Technical Field Trip to Dunkirk - Aluminium Smelter one way Thursday, 31/Oct/2024: 7:00am - 7:00pm The Aluminium Dunkerque plant is located approximately at 750 kms from Lyon. The return leg of the program stops at Lille for those looking for connecting flight in Paris, London, or Brussels Please check the last updated details and schedule of the plant visit on ICSOPA website Limited to 50 participants maximum (return + one way option)	USD 200.00
<input type="checkbox"/>		Technical Field Trip to Gardanne - Alumina Refinery Thursday, 31/Oct/2024: 7:00am - 8:00pm The Alcoa Gardanne plant is located approximately at 320 kms from Lyon. The program includes a return trip to Lyon. Please check the last updated details and schedule of the plant visit on ICSOPA website Limited to 50 participants maximum	USD 200.00

Conference proceedings

0	▼	Full Color Printed conference proceedings shipped to you Printed conference proceedings (THAVALUX No. 53) in full color, shipped to your mail address after the conference.	USD 350.00 single price
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Short Course Those Short Courses require a specific registration

<input type="checkbox"/>		Aluminium Electrolytic Short Course Thursday, 24/Oct/2024 - Saturday, 26/Oct/2024 The 3-day course will provide a comprehensive understanding of the electrolysis process and an overview of the state-of-the-art aluminium production. Refer to the course flyer on ICSOPA website Limited to 50 participants maximum	USD 1,700.00
<input type="checkbox"/>		Bayer Short Course Thursday, 24/Oct/2024 - Saturday, 26/Oct/2024 The 3-day course will provide a comprehensive understanding of the Bayer process and an overview of the state-of-the-art alumina production. Refer to the course flyer on ICSOPA website Limited to 50 participants maximum	USD 1,700.00

Miscellaneous

Remark of Participant:

Return to Step 1: Participant Status
Proceed to Step 3: Registration summary

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Click on “Proceed to step 3”

2.3. Registration summary

This screen is providing you with the recap of your choices, corresponding fee and total amount chargeable to make your registration effective.

← Overview
Joe W. Bloggs ▾
Logout

Overview > Participant Data
?

Registration for Participation - Step 3 of 4: Registration summary

Please enter your payment method and details.

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

Qty.	Description	Unit Price	Fee
1	Conference registration Physical conference registration Event Date: 28-30 October 2024 Event Location: Lyon, France <i>To help us to better manage conference room allocation, please select the main field you intend to attend: Aluminium Electrolysis</i>	USD 1,000.00	USD 1,000.00
2	Complementary events Welcome Cocktail Event Date: Sunday, 27/Oct/2024: 8:00pm - 10:00pm Event Location: Marriott Lyon Cité Internationale		
2	Complementary events Gala dinner Event Date: Tuesday, 29/Oct/2024: 7:30pm - 11:30pm Event Location: Abbaye de Collonges "Paul Bocuse"		
1	Optional events "Memorial" trip Event Date: Sunday, 27/Oct/2024: 9:00am - 5:00pm Event Location: Aluminium valley - Vallée de la Maurienne <i>Guided tour of Maurienne historical industrial sites - Full day return trip from Lyon This tour is subject to 15 participants minimum and limited to 50 maximum</i>	USD 50.00	USD 50.00
1	Optional events Social event : Cruise dinner Event Date: Monday, 28/Oct/2024: 7:30pm - 11:30pm Event Location: Discover Lyon by night during sightseeing tour on the Rhône and Saône rivers <i>Enjoy cocktail dinner and meet our tonight sponsor representatives (Fives Company) Limited to 160 participants maximum</i>	USD 50.00	USD 50.00
1	Optional events Social event : Fun party Event Date: Wednesday, 30/Oct/2024: 8:00pm - 10:00pm Event Location: Have fun with DJ music, casino gaming and magic tricks for the last night of the conference at picturesque Fort de Vaise, downtown Lyon city <i>Enjoy cocktail dinner and meet our tonight sponsor representatives (Reel Company) Limited to 160 participants maximum</i>	USD 50.00	USD 50.00
1	Technical Field Trips Technical Field Trip to Dunkirk - Aluminium Smelter one way Event Date: Thursday, 31/Oct/2024: 7:00am - 7:00pm <i>The Aluminium Dunkerque plant is located approximativly at 750 kms from Lyon. The return leg of the program stops at Lille for those looking for connecting flight in Paris, London, or Brussels Please check the last updated details and schedule of the plant visit on ICSOPA website Limited to 50 participants maximum (return + one way option)</i>	USD 200.00	USD 200.00
Total Amount			USD 1,350.00

The purpose of the following part of this screen is to either confirm yourself as recipient of the invoice and receipt, or fill in the details for an alternative person/address

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Invoice Address: Choose Recipient of Invoice and Receipt

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

Participant's address
 Aluisking
 Prof. Joe Bloggs
 Smelting Road
 007 London
 Cayman Islands (United Kingdom)
 joe.bloggs@alu.com

Change to Alternative invoice address

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

Lower part of the screen reminds you that “Credit Card” is the payment option to clear your ICSOBA 2024 registration fee. ConfTool system is fully integrated with the secure and well-known Stripe online payment service.

By using CC payment, you benefit of a fast, reliable, and secure service whilst enabling us to avoid the burden of the administrative payment tracking.

By using CC payment, you also benefit from the enhanced, fast and integrated ICSOBA refund policy (Full refund less 50\$ administrative fees till 15 October 2024)

Payment

* Please now proceed to Step 4: confirm registration in order to save all information you entered so far.
 This will NOT trigger the payment process!

Via credit card, using the secure online payment service "Stripe"
 Use the secure Stripe gateway to pay by credit card. The following credit cards are accepted:

- Visa
- MasterCard
- Discover
- American Express
- UnionPay

Miscellaneous

Remark of Participant

Return to Step 2: Event and Item Selection

Proceed to Step 4: Confirm Registration

Very limited exception could be accepted subject to specific agreement with ICSOBA management.

“Group payment” is available for companies enrolling 5 participants or more. **If this is your case, you should have completed the “Alternative invoice address” with at least name and email of your company colleague managing this group payment.**

Inquiries must be addressed to info@icsoba.org

Completion of this screen will not trigger the payment process.

Click on “Proceed to step 4”

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2.4. Confirm registration.

This is the final step leading to the status of “pending payment participant” of your registration.

This is confirmed by the sentences highlighted in yellow:



← Overview | Joe W. Bloggs | Logout

Overview > Participant Data

Registration for Participation - Step 4 of 4: Confirm Registration

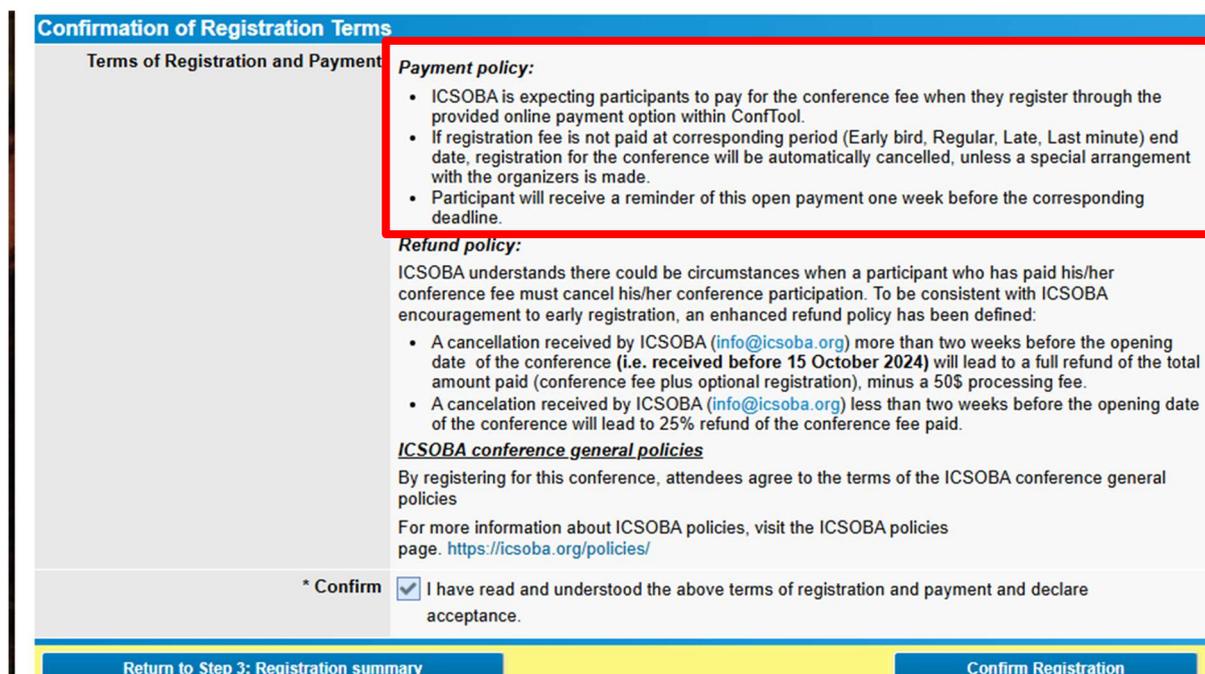
Please confirm your entries by clicking on “Confirm Registration” at the bottom of the page.
Once you confirm registration, you will be registered as a conference “pending payment” participant

After you confirm registration you will be directed to the ConfTool “Overview screen” which will provide you with a summary of your status as well as several action options including the conference fee payment.
 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. Registration summary ✓ **4. Confirm Registration**

The next paragraph is another recap of the options you selected, your payment method and remarks.

The last step is to read the terms of registration and payment: payment policy, refund policy and ICSOPA conference general policies. Then confirm agreement by ticking the check box.



Confirmation of Registration Terms

Terms of Registration and Payment

Payment policy:

- ICSOPA is expecting participants to pay for the conference fee when they register through the provided online payment option within ConfTool.
- If registration fee is not paid at corresponding period (Early bird, Regular, Late, Last minute) end date, registration for the conference will be automatically cancelled, unless a special arrangement with the organizers is made.
- Participant will receive a reminder of this open payment one week before the corresponding deadline.

Refund policy:

ICSOPA understands there could be circumstances when a participant who has paid his/her conference fee must cancel his/her conference participation. To be consistent with ICSOPA encouragement to early registration, an enhanced refund policy has been defined:

- A cancellation received by ICSOPA (info@icsoba.org) more than two weeks before the opening date of the conference (i.e. received before **15 October 2024**) will lead to a full refund of the total amount paid (conference fee plus optional registration), minus a 50\$ processing fee.
- A cancellation received by ICSOPA (info@icsoba.org) less than two weeks before the opening date of the conference will lead to 25% refund of the conference fee paid.

ICSOPA conference general policies

By registering for this conference, attendees agree to the terms of the ICSOPA conference general policies

For more information about ICSOPA policies, visit the ICSOPA policies page. <https://icsoba.org/policies/>

* Confirm I have read and understood the above terms of registration and payment and declare acceptance.

Return to Step 3: Registration summary Confirm Registration

Click on “Confirm registration”

This completes the process of creating your participant profile and options for the conference.

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Therefore, as the end of this second phase, you achieved the status of “pending payment participant”.

You are **NOT** yet a registered participant to attend the conference. Your registration will be effective only when full payment is received.

This second phase concludes on the ConfTool “overview” page on which your status is indicated in the header paragraph:

Overview | Joe W. Bloggs | [Logout](#)

 **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, Prof. Joe W. Bloggs

You are logged in as user joe.
You are registered as participant. Total Amount: USD 1,250.00
Payment method: Via credit card, using the secure online payment service “Stripe”
No payment has been recorded yet. **Registration is not complete until your full payment is received.**
Please use the secure online service Stripe to pay by credit card.



Please note that **JavaScript and Cookies** have to be enabled to use the payment system (this is usually the case).
If you experience any problems, please contact the conference organizers at conftool@icsoba.org.

From this ConfTool “overview” page, as ConfTool user, you have now access to several options:

You can select from the following options:

-  **Your Submissions**
Here you can submit a new abstract and manage your submitted abstract or papers.
-  **Visa Invitation Letter** 
You may now download and print out your visa invitation letter (PDF file).
-  **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.
-  **Logout**
Please sign out when you are finished to prevent unauthorized access to your account.
-  **Logout and Return to the Main Website**
Sign out and return to the website “42 nd Conference and Exhibition ICSOPA 2024”.

Of particular interest, if you need an invitation letter for a visa request, you can download the ICSOPA invitation.

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Also, from this ConfTool “overview” page, as participant, you have now access to the following options:

As participant you have the following options: ?

- Access Your Participant Registration Details**
Here you can access all details of your registration for participation.
- Edit Your Event Registration Details and/or Register for Another Event**
Here you may update selected event registration details and/or register for further events. For cancellations, please contact the conference organizers first.
- Invoice and Registration Confirmation**
You may now download and print out your invoice and registration confirmation.
- Edit Name Badge Details**
You may edit your name badge details. Please enter the data as you would like them to appear on your name badge.

Notably, you can access your Invoice and Registration Confirmation and cross check your badge detail.

You now must move to the last phase of the process: conference fee payment.

This last phase of the process can be undertaken either in continuation of phase 2 or at a later stage by returning to the ConfTool site and login in again.

We would like to draw your attention to a very important point regarding the different categories of fee, depending on the date of your registration:

To benefit from a specific rate, your payment must be received before the last day of the corresponding category.

- **before 31/7 for Early Bird**
- **before 30/9 for Regular**
- **before 15/10 for Late**

Failure to comply with these deadlines will result in the rate being automatically adjusted to the new rate of the day.

A reminder will be sent to all registered participant “without payment” about one week before each of those deadlines.

Note: a specific deadline is set for the speakers who must have cleared their registration fee before Tuesday 27 August (60 days before conference opening).

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3. Conference fees payment

Irrespective if you start this phase 3 in the continuation of phase 2, or if you resume the process sometime after completing phase 2, the process is the same as you will be starting from the ConfTool overview screen.

3.1. Credit Card payment (Stripe) option

Overview | Joe W. Bloggs v | Logout

Welcome, Prof. Joe W. Bloggs

You are logged in as user joe.

You are registered as participant. Total Amount: USD 1,250.00

Payment method: Via credit card, using the secure online payment service "Stripe"

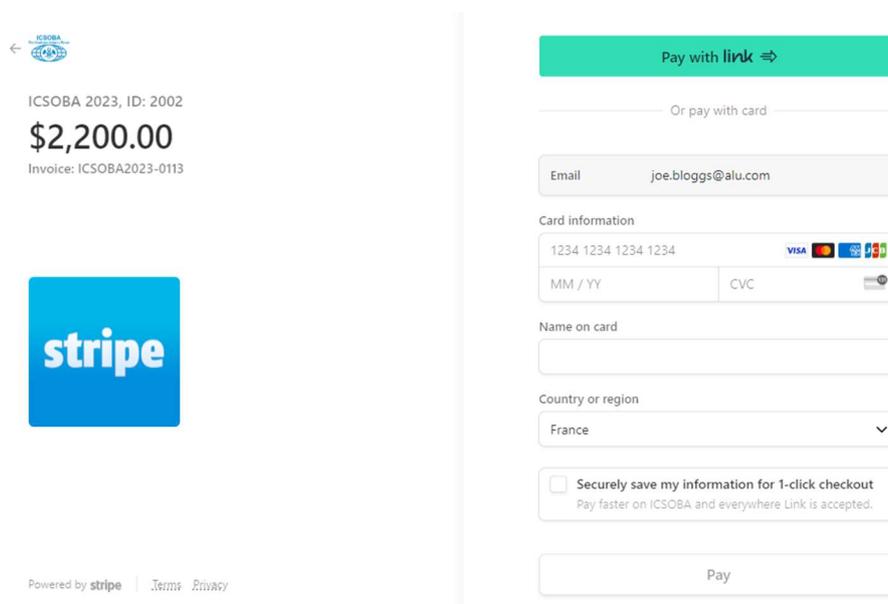
No payment has been recorded yet. **Registration is not complete until your full payment is received.**

Please use the secure online service Stripe to pay by credit card.



Please note that **JavaScript and Cookies** have to be enabled to use the payment system (this is usually the case).
If you experience any problems, please contact the conference organizers at conftool@icsoba.org.

From this screen, click on the Stripe banner "Start Payment" as illustrated above which will direct you to the Stripe payment screen hereunder:



Fill in your credit card detail and follow on screen instructions.

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3.2. Payment completed

This stage is achieved either when you complete payment, or when organisers have waived your registration fee, or allocated your registration fee to your company group invoice.

The header paragraph of the ConfTool “overview” page is now modified to:

Overview
Joe Bloggs v
Logout

Welcome, Prof. Joe Bloggs

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

You are registered as participant. Total Amount: USD 2,200.00

Payment in full has been received. Thank you.

List of Payments Made to Date

<i>Date:</i> 27/Aug/2023	<i>Payment Amount:</i> USD 2,200.00
<i>Payment Information:</i> Your money transfer has been received. Thank you.	
<i>Paid in Total</i>	USD 2,200.00
<i>Amount Due</i>	USD 0.00

You also receive from the ConfTool system **AND** you can print from the ConfTool “overview” page your payment receipt:



ICSOBA

ICSOBA (The International Committee for Study of Bauxite, Alumina & Aluminium)
128 Des Fauvettes
Saint Colomban
Quebec J5K 0E2
Canada

Aluisking
Prof. Joe Bloggs
Smelting Road
007 London
Cayman Islands (United Kingdom)

, 27/Aug/2023

Customer User ID: 2002
Registration Date: 26/Aug/2023 (Standard)
If you are a Corporate Member Company employee, you can benefit of a registration discount.
Check CM companies @ Corporate - ICSOBA
Please note if you wrongly register as delegate whilst eligible to CM discount, we will not be able to refund you with this discount.
: Delegate

Payment Receipt for 41st Conference and Exhibition ICSOBA 2023

Dear Prof. Joe Bloggs,
You are registered as participant. The total fee amounts to: USD 2,200.00.
Selected payment method: Via bank transfer (wire transfer)

Payment in full has been received. Thank you.

List of Payments Made to Date

<i>Date:</i> 27/Aug/2023	<i>Payment Amount:</i> USD 2,200.00
<i>Payment Information:</i> Your money transfer has been received. Thank you.	
<i>Paid in Total</i>	USD 2,200.00
<i>Amount Due</i>	USD 0.00

With best regards,
ICSOBA 2023 Organizers



International Committee for Study of Bauxite, Alumina and Aluminium

At the end of this third and last phase, you achieved the status of “Registered Participant”.

The bottom part (possibly on a second page) of your Invoice and Registration Confirmation now looks like:

Page 2

<i>Qty.</i>	<i>Description</i>		<i>Unit Price</i>	<i>Fee</i>
			Total Amount	USD 2,200.00

Payment in full has been received. Thank you.

With best regards,

END OF THE PROCESS