# REGISTRATION FORM FOR LISTENERS

To guarantee your registration is completed on time, please note that it is essential for all participants to send the **Filled Registration Form** and the **Scanned Payment Proof** to **icch-conf@iacsitp.com** before **July 15, 2023**.

**Step 1: Please fill in the form below (Your personal information will be strictly used for the conference only).**

|  |  |  |  |
| --- | --- | --- | --- |
| Given Name:  |  | Family Name: | Your formal photo(Will be used in your Name Tag for the conference) |
|  | Position: [ ]  Prof. [ ]  Assoc. Prof. [ ]  Asst. Prof. [ ]  Dr. [ ]  PhD Candidate [ ]  Senior Lecturer [ ]  Lecturer [ ]  Senior Researcher [ ]  Researcher [ ]  Mr. [ ]  Ms.  |
|  | Affiliation: |
| City: | State: |  | Country: | Postcode: |
| Telephone/Mobile: |  | Email: |
|  | Will you attend the conference in person? |  [ ]  Yes [ ]  No  |
|  | Will you have meals during the conference? |
|  | 1. Lunch on July 26, 2023 2. Dinner on July 26, 2023 |  [ ]  Yes [ ]  No [ ]  Yes [ ]  No |
|  | Special dietary requirement[ ]  Muslim [ ]  Vegetarian [ ]  Gluten-free [ ]  None Note: We will try our best to meet your dietary requirement, but we may not be able to attend to everyone’s needs under special circumstance. |

**Step 2: Please pay the registration fee**

|  |  |  |
| --- | --- | --- |
|  | Registration Fee | Your choice (√) |
| Listeners (Standard) | 300 USD |  |
| Listeners (Students) | 250 USD |  |

**Note:**

* One regular registration entitles only one person to attend the conference.
* Listener: Participating in the conference only without neither presentation nor paper publication
* Full Registration Includes: Keynotes & Plenaries, Technical Sessions, Coffee Breaks, Lunch, Dinner.

**Paying Methods**

**1. Online Payment Linkage (By credit card, No handling fees)**

[**http://confsys.iconf.org/online-payment/890003173**](http://confsys.iconf.org/online-payment/890003173)

Please make sure you have VISA or Mastered Card Credit Card before clicking this link, and you should also calculate the right amount and pay.

Please fill in the E-mail and Order Number after paying.

|  |  |
| --- | --- |
| E-mail: | Order Number: |

**2. Pay by Bank Transfer (30USD handling fees)**

If you would like to pay by bank transfer, please reach us **icch-conf@iacsitp.com** for the bank account.

|  |  |
| --- | --- |
| Remitter’s Account No. |  |
| Remitter’s Account Name: |  |
| Remitting Amount: |  |
| Remitting Date: |  |

**Note:**

* Please send the scanned payment proof along with the filled registration form.

**Step 3: Please return the filled registration form along with other required documents to** **icch-conf@iacsitp.com** **before July 15, 2023 by e-mail attachment to complete your registration.**

**Note:** Make sure you get confirmation from the conference secretary after you submit your registration documents, in case your email slips into the spam box due to the large size of attachment.

**Registration Cancellation Policy:**

If the participants request cancellation and refund due to personal reasons, the following refund policy applies.

● 60 days ahead of the conference: 70% of payment refund

● 30-60 days ahead of the conference: 50% of payment refund

● Within 30 days ahead of the conference: no refund

Cancellation and refund request must be made formally via email. No shows will not be refunded. The organizing committees is not responsible for problems beyond our control such as weather conditions, campus conditions, travel difficulties, visa problems, health issues, etc.

\* The organizing committees reserves the right to change the dates and place of the conference due to force majeure.

\* The losses thus incurred from the force majeure events shall not be liabled and refunds policy shall not apply as well.

**Security Precautions:**

Vienna can be regarded as a safe city with a low rate of violent crime. However, pick pocketing and purse or cell-phone snatching do occur in the vicinity of train and bus stations, airports and in some public parks. Please be vigilante.

For the safety of your and others' personal and property, participants are required to wear name card, and those accompanying must wear the attendance card as well. Please keep the attendance card well. The conference leader onsite has the right to stop those without the attendance card from entering the meeting room. Please note that the Organizing Committee will not accept liability for any kind of damage, losses or injuries occurring to persons or personal belongings during the conference. Be sure to organise suitable travel and health insurance.

(Please note that costs for travel, accommodation and insurances are not included in the registration fees.).

**Organizing Committee of ICCH 2023**