

# **ICICTE 2015 Online Delegate Registration**

*(Provided by Southampton Solent University Online Shop)*

# **User guide**

## **Contents:**

Step 1 – Homepage .....	2
Step 2 – Customer registration .....	3
Step 3 – Delegate information .....	4
Step 4 – Social events .....	5
Step 5 – Summary & payment .....	6
Adding multiple delegates .....	6
Adding guests to social events .....	6

## STEP 1 - Homepage



ICICTE 2015 will seek to address the many challenges and new directions presented by technological innovations in educational settings.

You can book your place at the conference here. Accommodation will need to be booked separately.

### ICICTE



#### International Conference on ICT in Education

9<sup>th</sup> July 2015 - 11<sup>th</sup> July 2015

[Book Event](#)

<http://www.icicte.org/>

[Read More](#)

Click "**Read More**" if you would like more information regarding the location, delegate rates, and contact details. This information is also on the ICICTE web site.

OR

Click "**Book Event**" to continue to the registration page

## **STEP 2 – Customer registration**

On first visit to the University e-Shop, you will be required to register a new user account. At this stage, it is simply *name, email address, contact information and home address*.

**Ideally, the registered e-Shop customer is the person responsible for making the payment. It doesn't have to be the delegate that registers for use of the e-Shop. The e-Shop user can add as many conference delegates as required.**

Once registered, you will be taken to the '**delegate categories page**', at which you will add your delegate type.

### **Delegate Categories**

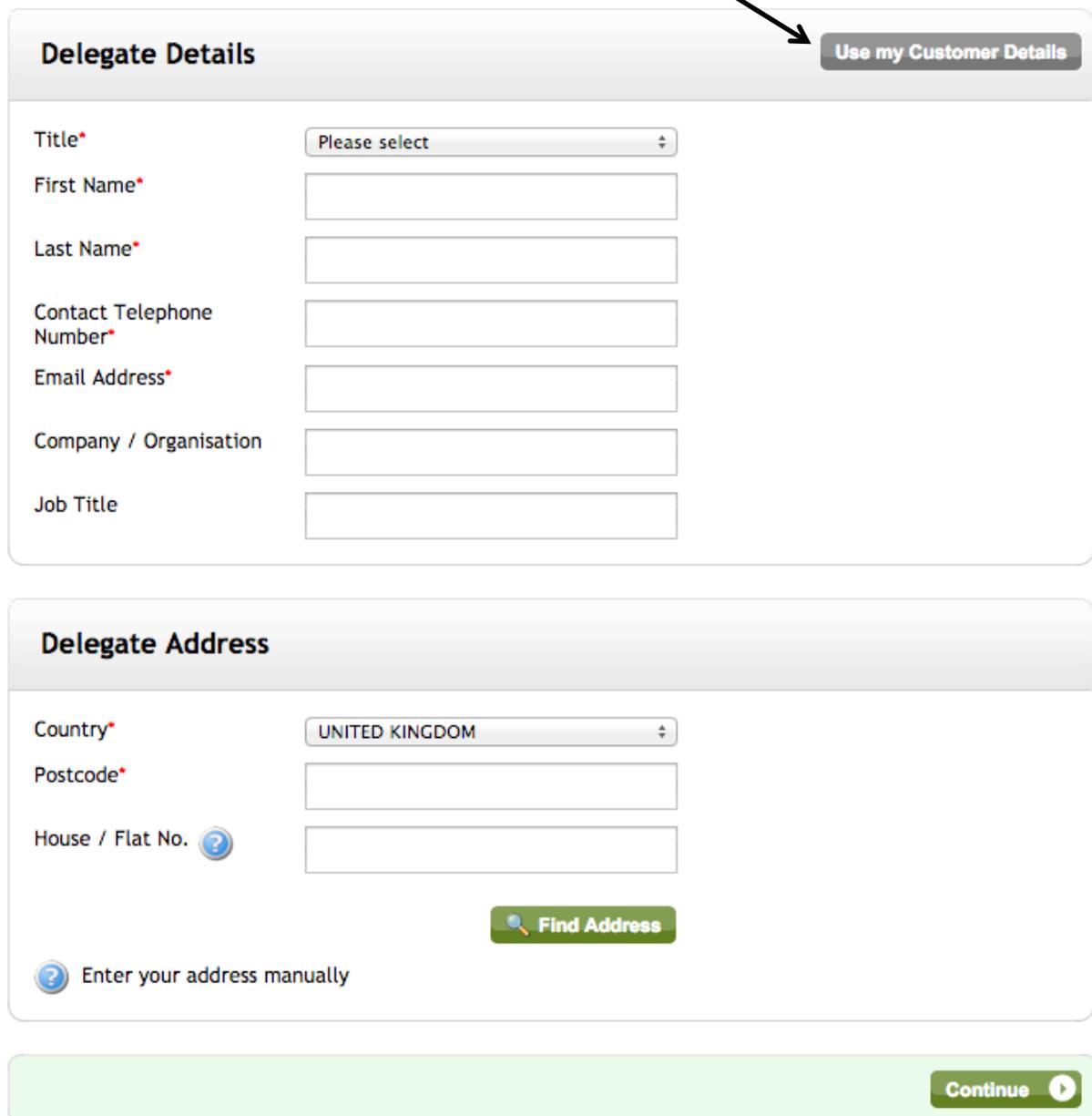
- 1. **Presenter Registration - Early Registration**  
Cost: £400.00  
Deadline: 30th April 2015
- 2. **Participant Early Registration - Early Registration**  
Cost: £425.00  
Deadline: 30th April 2015
- 3. **Participant & Presenter Group Rate**  
Cost: £380.00  
Deadline: 15th May 2015. Rate applies for the registration of 3 or more participants or presenters from the same institution or organization.
- 4. **Faculty and Staff from Southampton Solent University**  
Cost: £380.00  
Deadline: 20th June 2015
- 5. **ICICTE Committee members**  
Cost: £380.00  
Deadline: 20th June 2015

*(Full list options list not shown here)*

## STEP 3 – Delegate information

If the registered e-Shop user is a finance administrator, or any individual other than the delegate, you can enter the **delegate** contact information next.

If the delegate is making the payment and is registered to the shop, you can click “**Use my customer details**” in the top right hand corner to duplicate the contact information you have already entered.



**Delegate Details**

[Use my Customer Details](#)

Title\*

First Name\*

Last Name\*

Contact Telephone Number\*

Email Address\*

Company / Organisation

Job Title

**Delegate Address**

Country\*

Postcode\*

House / Flat No.

[Find Address](#)

[? Enter your address manually](#)

[Continue](#)

## **STEP 4 – Selection of social events**

You can select whether you would like to attend the conference social functions. These are **free for paying delegates**, as the cost is included in your registration fee. Guests will have to purchase a ticket if they would like to attend.

### **Social Events**

#### **Afternoon Events**

**Clear Section**

**Lunch - Thursday 9th July 2015**

This event is free on registration, however there is a fee of £20 for guests. Guests should be registered separately, and social events paid for then.

**Lunch - Friday 10th July 2015**

This event is free on registration, however there is a fee of £20 for guests. Guests should be registered separately, and social events paid for then.

#### **Evening Events**

**Opening Night Drinks - Thursday 9th July 2015**

This event is free on registration, however there is a fee of £20 for guests. Guests should be registered separately, and social events paid for then.

**Greek Night Closing Dinner - Saturday 11th July 2015**

This event is free on registration, however there is a fee of £20 for guests. Guests should be registered separately, and social events paid for then.

A questionnaire will follow confirming details such as the details for the delegate name badge and if there any allergies or access requirements we should be aware of.

## **STEP 5 – Summary and payment**

The summary page indicates the detail of your booking and the final amount due.

At this stage you can cancel the booking, remove/edit delegates or add to the shopping basket.

- **Adding multiple delegates**

The registered e-Shop user can add more than one delegate if required. For this, click “**Add delegate**” in the bottom left hand corner of the summary page. This will begin a new delegate registration and add it to your shopping basket.

- **Adding a guest (social functions)**

If you know you are bringing a guest and they would like to attend the conference drinks / lunches / final dinner, you can pay for this at the same time by choosing “**Add delegate**” in the bottom left hand corner of the summary page, and selecting “**Guest for social events**”. You can then select the functions that your guest would like to attend and they can be accounted for by catering.

When ready, you can make a payment for the shopping basket. The online system will automatically send you a confirmation of payment via email.

If you require another form of receipt or invoice, please email [registrar@icicte.org](mailto:registrar@icicte.org), explaining your requirements, and any relevant documentation can be forwarded.