



12th International
Conference on Advanced
Vibrational Spectroscopy

27.08-01.09.2023
Krakow, Poland

Registration system step by step



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1. Registration in the system	1
2. Registration for delegate	3
3. Payment for delegate	5
4. Registration for plenary speakers / perspective speakers ..	6
5. Payment for accompanying person and their additional events (for plenary speakers / perspective speakers)	9

1. Registration in the system

Use the following link: <https://icavs.exposupport.pl/register>

The first step is **data registration**.

Registration for 12th International Conference on Advanced Vibrational Spectroscopy

There are **three steps** to creating an account:

1. Filling out the registration form to create your account

2. E-mail address verification
3. Filling out the application form to submit your abstract or register

This is the **first step**. Complete the form below and confirm by clicking on "Register". You will receive a message with an activation link to the e-mail address you have provided. After clicking on the activation link your account will be activated and you will be able to log in to the system.

If you have registered already and have an account in the system, [log in here](#)

Note: Further instructions will be sent to the provided e-mail address. Some servers may treat automatically sent messages as SPAM and place them in a separate folder of the e-mail program. If you do not receive an e-mail from us after completing your order, please check your SPAM folder and change the spam mark for this message.

Data of the reporting person

Invoice data

FAQ

🔗 I get a message that my e-mail address already exists in the system

This message means that you have registered in our reservation system before and you already have an account here. You can reset your password using [I forgot my password] on the login page. Persons who already have an account in the system do not have to register again.

🔗 What does an * mean by the description of a field (e.g. e-mail *)?

This symbol means that you cannot proceed with your order without filling in the field.

🔗 Other problem with the registration.

Please contact us at pomoc@exposupport.pl

Choose the **email address** as login.

On **this** email address you will receive **all** the notifications.

The best password should include at least 8 signs, big and small letters, number and special sign.

Login data

After registration, participants will receive an **automatically generated notification** email to the email address provided in the registration form.

If you did not receive a notification e-mail within an hour of submission of your registration, **please check your spam folder/junk mail** or contact the Conference Organizing Office to confirm your registration status (email: **icavs2023@targi.krakow.pl**)

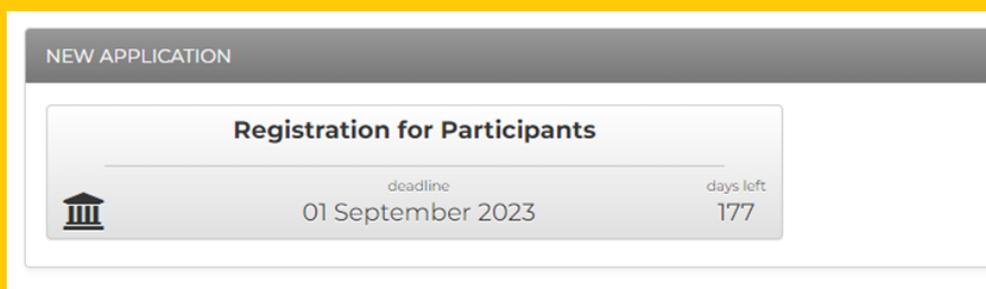
If you already have an account and you don't want to change the data you can log in using this link: <https://icavs.exposupport.pl/>

If you wish to change the data, please contact the Conference Organizing Office: **icavs2023@targi.krakow.pl**

If you **changed affiliation** or would like to provide another e-mail address, it is necessary to create a new account by using the registration form mentioned above.

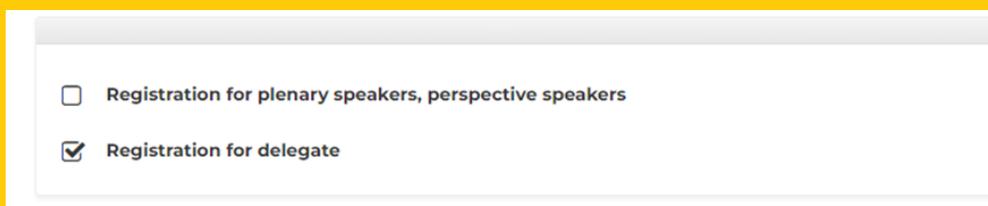
In the notification email you will receive the link to the system.

After logging in (by using the email address and password provided during the registration proces) **you can proceed with your order.**



2. Registration for delegate

Choose **registration for delegate**.

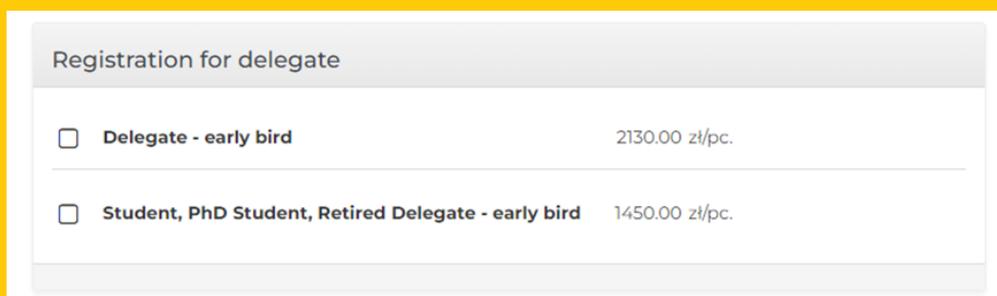


A screenshot of a registration form showing two options. The first option is 'Registration for plenary speakers, perspective speakers' with an unchecked checkbox. The second option is 'Registration for delegate' with a checked checkbox.

<input type="checkbox"/>	Registration for plenary speakers, perspective speakers
<input checked="" type="checkbox"/>	Registration for delegate

Choose the option which is **appropriate to your status**. (*Registration for speakers below*)

Please remember the early bird registration is only available until the 7th of May 2023!

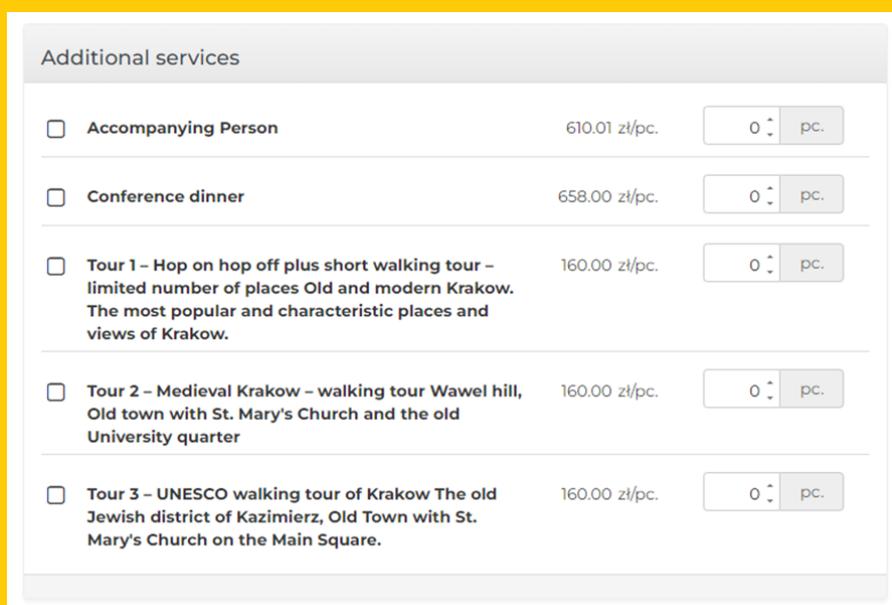


A screenshot of a registration form titled 'Registration for delegate'. It shows two options with checkboxes and prices. The first option is 'Delegate - early bird' at 2130.00 zt/pc. The second option is 'Student, PhD Student, Retired Delegate - early bird' at 1450.00 zt/pc.

<input type="checkbox"/>	Delegate - early bird	2130.00 zt/pc.
<input type="checkbox"/>	Student, PhD Student, Retired Delegate - early bird	1450.00 zt/pc.

In this step you may choose the **additional event** you would like to take part in during the conference also you may order the participation of an **accompanying person**.

(If you register and pay for your participation it is available to order the additional event in a later term and pay)



A screenshot of a registration form titled 'Additional services'. It shows five options with checkboxes, prices, and quantity input fields. The first option is 'Accompanying Person' at 610.01 zt/pc. The second option is 'Conference dinner' at 658.00 zt/pc. The third option is 'Tour 1 - Hop on hop off plus short walking tour - limited number of places Old and modern Krakow. The most popular and characteristic places and views of Krakow.' at 160.00 zt/pc. The fourth option is 'Tour 2 - Medieval Krakow - walking tour Wawel hill, Old town with St. Mary's Church and the old University quarter' at 160.00 zt/pc. The fifth option is 'Tour 3 - UNESCO walking tour of Krakow The old Jewish district of Kazimierz, Old Town with St. Mary's Church on the Main Square.' at 160.00 zt/pc.

<input type="checkbox"/>	Accompanying Person	610.01 zt/pc.	0	pc.
<input type="checkbox"/>	Conference dinner	658.00 zt/pc.	0	pc.
<input type="checkbox"/>	Tour 1 - Hop on hop off plus short walking tour - limited number of places Old and modern Krakow. The most popular and characteristic places and views of Krakow.	160.00 zt/pc.	0	pc.
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For Polish institutions only - W przypadku zwolnienia z VAT proszę oznaczyć poniższe oświadczenie - aby zwolnienie było możliwe do zrealizowania - proszę zapoznać się z koniecznymi **warunkami**.

For polish institutions only

- Oświadczam że nabyta usługa, mająca charakter usługi kształcenia zawodowego lub przekwalifikowania zawodowego jest finansowana ze środków publicznych**

Uczestnik, którego udział w Konferencji stanowi usługę kształcenia zawodowego i finansowany jest w całości ze środków publicznych jest uprawniony do zwolnienia z podatku VAT zgodnie z art. 43 ust. 1 pkt 29 lit. c ustawy o podatku od towarów i usług z dnia 11 marca 2004r. z późniejszymi zmianami. Warunkiem skorzystania ze zwolnienia jest przesłanie wypełnionego i podpisanego przez jednostkę finansującą formularza „Oświadczenia na potrzeby zwolnienia z podatku VAT szkoleń” w formie elektronicznej (skan lub zdjęcie) na adres email ksiegowosc@targi.krakow.pl przed dokonaniem płatności za konferencję. Plik z Oświadczeniem jest dostępny do pobrania **TUTAJ** Płatność za udział w konferencji musi być dokonana przelewem bankowym z konta instytucji finansującej szkolenie

The **summary** of your order is available in next step.

Next

3. Payment for delegate

The following types of payment are available in the system:

a) **payment to the Bank account, based on a proforma invoice** (with **fourteen-day** payment term) that will be issued by the Conference Organizing Office and will be available on the Participant's account in the registration system.

For Polish institution only: Uczestnik, którego udział w Konferencji stanowi usługę kształcenia zawodowego i finansowany jest w całości ze środków publicznych jest uprawniony do zwolnienia z podatku VAT. Warunkami skorzystania ze zwolnienia jest przesłanie wypełnionego i podpisanego przez jednostkę finansującą formularza „Oświadczenia na potrzeby zwolnienia z podatku VAT szkoleń” w formie elektronicznej (skan lub zdjęcie) na adres email ksiegowosc@targi.krakow.pl przed dokonaniem płatności za konferencję oraz dokonanie przelewu za udział w Konferencji z konta instytucji finansującej szkolenie. Plik z Oświadczeniem jest dostępny do pobrania w systemie rejestracyjnym Konferencji oraz, na życzenie uczestnika, może zostać wysłany drogą elektroniczną.

The **notification** of issuing a pro forma invoice will be sent by e-mail to the e-mail address provided by the Participant in the registration form. All payments should have the following notification: **Participant's Name(s) + ICAVS 2023 and the number of pro forma invoice.**

b) payment by online payment system (credit card or quick transfer).

4. Registration for plenary speakers / perspective speakers

Use the following link: <https://icavs.exposupport.pl/register>

The first step is **data registration**.

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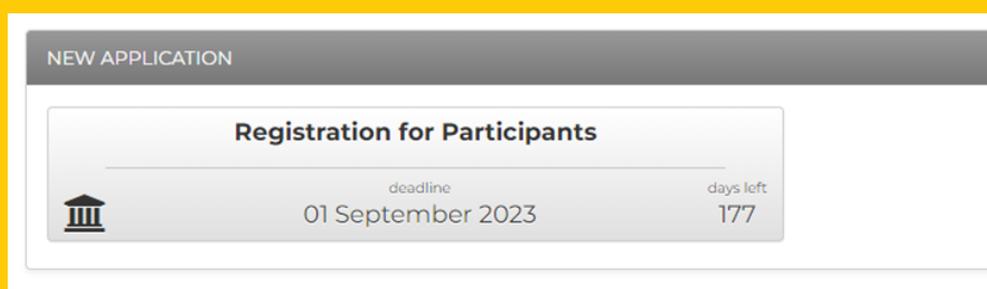
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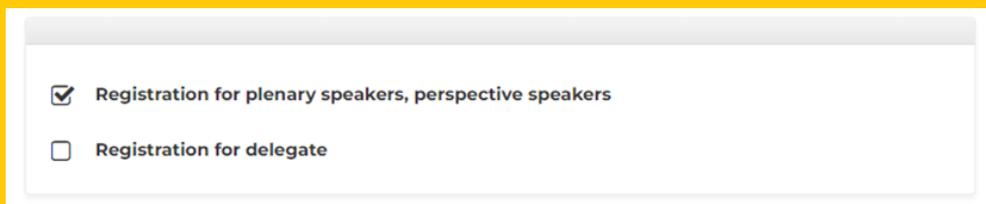
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Choose **registration for plenary speakers, perspective speakers.**



A registration options form with two items:

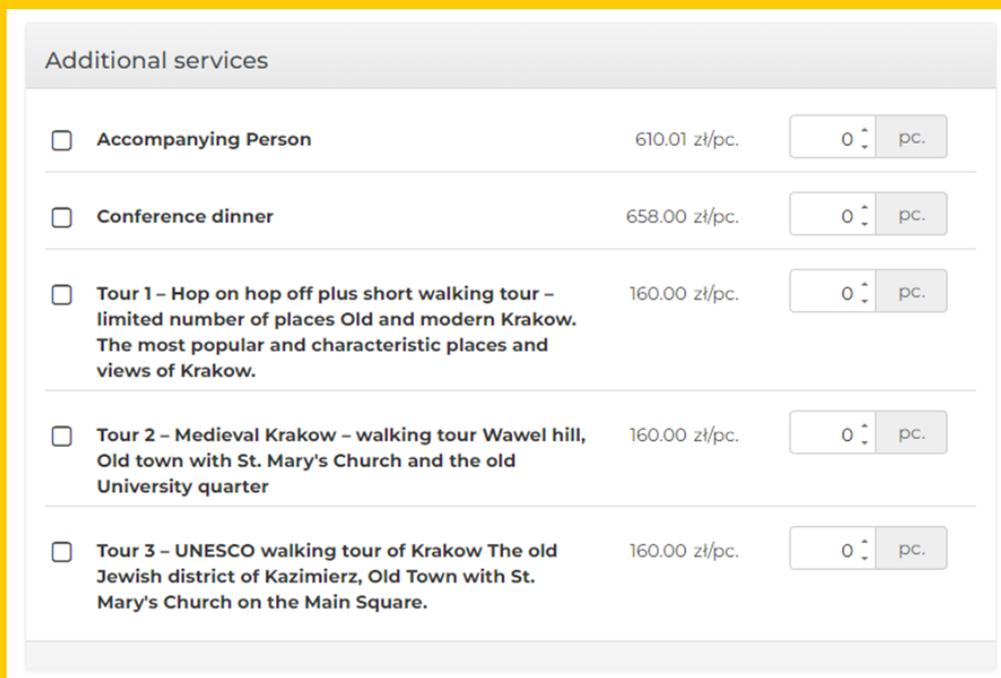
- Registration for plenary speakers, perspective speakers
- Registration for delegate

As a plenary speaker / perspective speaker you have an invitation for attending the conference dinner and one tour.

In this case please **do not** choose any additional services.

To sign up for the conference dinner and trip - please let us know via e-mail.

If you would like to attend the conference with an accompanying person you may order her attendance in this step and the additional conference dinner or tour - please choose below.



Additional services

<input type="checkbox"/> Accompanying Person	610.01 zł/pc.	0 <input type="text"/> pc.
<input type="checkbox"/> Conference dinner	658.00 zł/pc.	0 <input type="text"/> pc.
<input type="checkbox"/> Tour 1 – Hop on hop off plus short walking tour – limited number of places Old and modern Krakow. The most popular and characteristic places and views of Krakow.	160.00 zł/pc.	0 <input type="text"/> pc.
<input type="checkbox"/> Tour 2 – Medieval Krakow – walking tour Wawel hill, Old town with St. Mary's Church and the old University quarter	160.00 zł/pc.	0 <input type="text"/> pc.
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5. Payment for accompanying person and their additional events

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