



**1<sup>st</sup> INTERNATIONAL INTERDISCIPLINARY SOCIAL INQUIRY CONGRESS 2012 - IISIC 2012**  
**ONLINE REGISTRATION SYSTEM** at [www.iisic2012.org](http://www.iisic2012.org)  
**USER MANUAL**

**EASY REGISTRATION IN 8 STEPS!...**

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## Step 1 - Congress Registration Entry Screen

**NEW REGISTRATION**

Please click NEW REGISTRATION button

**ALREADY REGISTERED**

Please enter your registration key (It will be sent to you by email during the registration process).

**REGISTRATION KEY**

You can request a new registration key **by your e-mail address that you have registered before**. Resume the registration process where you left of on the Information Update Screen

### A) NEW REGISTRATION

By clicking this button you initiate a new registration process.

### B) ALREADY REGISTERED

If you have already initiated but not finished the registration process for reasons such as missing information, payment-related problems (e.g. *online payment process was interrupted*), in order to continue were you left of enter the **REGISTRATION KEY** you have requested from the system.

If you are already registered and completed the payment process but desire to change any of your information, use the "**ALREADY REGISTERED**" field.

**IMPORTANT:** You can request your **registration key** by entering the e-mail address you have used for registration. The link that was sent to your e-mail address when you first registered cannot be used here.



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## **Step 1 - Congress Registration Entry Screen**

### **C) REGISTRATION KEY**

If you have already initiated but not finished the registration process for reasons such as missing information, payment-related problems (*e.g. online payment process was interrupted*), in order to continue were you left of, you must request the registration key.

For this purpose, enter the e-mail address you used for your previous registration attempt into this field. To obtain a new registration key, write your e-mail address in the **REQUEST** field below the **REGISTRATION KEY** heading. If you do not enter the same e-mail address (*because it has been changed, you have forgotten your password, or you cannot remember the e-mail address you used the first time*), the system cannot send you the Registration Key. In this case you have to return to **NEW REGISTRATION** and enter all information again.



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**Step 2 - New Registration Screen**

**NEW REGISTRATION >> E-MAIL ACTIVATE**

Please enter your e-mail address.

**A) NEW REGISTRATION > E-MAIL ACTIVATE**

Submit a valid e-mail address and wait for the confirmation e-mail to be sent to your e-mail address by the registration system. Depending on the internet traffic, it may take some time to receive the the return message (*1-20 min*). After submitting the confirmation e-mail address, you will receive an activation e-mail from the Registration System.

This e-mail contains a link which will connect you directly to the conference registration page. Please do not reply to this e-mail.

**E-mail Activate**

Please click the link below to activate your account. Activation link is for using only your first login the online system. If you would like to login again, please get a registration key at the homepage of online registration system.

[http://www.intellievent.net/?act\\_key=uXzzFS5kcF&sec\\_key=055366e2118678dfef2b763406b0f08d&lang=en&step=email](http://www.intellievent.net/?act_key=uXzzFS5kcF&sec_key=055366e2118678dfef2b763406b0f08d&lang=en&step=email)

Please don't reply this email



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## Step 3 - Congress Registration - Initial Screen

The link you received via e-mail will connect you directly to the first registration page where you can find types of Conference Participation with the price list. Please select the most appropriate registration type to your situation from the list.

If you will participate in the scientific sessions together with several other persons, please use the “**Person Counts**” option to state the number of participants and write their first and family names in the field that will open up below.

### A) LOCAL REGISTRATION (Only for Turkey - TL Currencies)

#### REGISTRATION FEES

Dear participant,

**To be able to process your registration steps successfully, please take your time to read online registration manual. You can download the manual by clicking this link:**  
<http://www.iisic2012.org/dosyalar/onlineRegistrationManual.pdf>

Together with student registration, a verified copy of a valid student certificate or international student card has to be submitted to Congress organizers in .pdf or .jpg format. [alev@zed.com.tr](mailto:alev@zed.com.tr)

*Congress registration fee covers:* \* Opening Ceremony, Welcome Cocktail, Access to All Meetings, Congress Bag (including Program Catalogue, ID Badge, Pen and Congress Notebook), Congress Lunches & Coffee Breaks.

<input type="checkbox"/> National Participant 150 TL	Person Counts <input type="text" value="1"/>
<input checked="" type="checkbox"/> National Participant (Student) 100 TL	Person Counts <input type="text" value="1"/>

**SUBMIT and CONTINUE >>**

\* required fields

Local registration fee covers: Opening Ceremony, Welcome Cocktail, Access to All Meetings, Congress Bag (including Program Catalogue, ID Badge, Pen and Congress Notebook), Congress Lunches & Coffee Breaks and publication of accepted papers in hardcopy.



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**B) INTERNATIONAL REGISTRATION (€ - \$ Currencies)**

✓ **Your E-mail activated successfully, Please fill out the personal information**

**REGISTRATION FEES**

Dear participant,

**To be able to process your registration steps successfully, please take your time to read online registration manual. You can download the manual by clicking this link:**  
<http://www.iisic2012.org/dosyalar/onlineRegistrationManual.pdf>

*Congress registration fee covers:* \* Opening Ceremony, Welcome Cocktail, Access to All Meetings, Congress Bag (including Program Catalogue, ID Badge, Pen and Congress Notebook), Congress Lunches & Coffee Breaks.

Regular 150 € Person Counts

**SUBMIT and CONTINUE >>**

\* required fields

International registration fee covers: Opening Ceremony, Welcome Cocktail, Access to All Meetings, Congress Bag (including Program Catalogue, ID Badge, Pen and Congress Notebook), Congress Lunches & Coffee Breaks and publication of accepted papers in hardcopy.



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### USER MANUAL

#### Step 4 - Personal Information Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. DETAILS 5. APPROVE 6. PAYMENT

**PERSONAL INFORMATION - 1 Participant**

Title

\* First Name

\* Last Name

\* Birthdate

E-mail

\* Gender  Male  Female

\* Institution

\* Address

\* City

Zip Code

\* Country

\* Telephone

Mobile Phone

Fax

Special Needs  Diabetic  Vegetarian  Allergic  Kosher  Handicapped

Others

Photo

**PERSONAL INFORMATION - 1 Participant**

Title

\* First Name

\* Last Name

\* Birthdate

E-mail

\* Gender  Male  Female

\* Institution

\* Address

\* City

Zip Code

\* Country

\* Telephone

Mobile Phone

Fax

Special Needs  Diabetic  Vegetarian  Allergic  Kosher  Handicapped

Others

Photo

On this screen, you enter the personal information necessary to provide you the best possible services during the conference (*collar card, information on special conditions, allergies, etc.*). Completion of the fields marked with a red (\*) is obligatory. The system will request information on the number of participants you have entered in the registration screen. If you fail to provide the necessary information, you will not be able to proceed to the next screen.

\* Special requests regarding accommodation (double/king-size bed, non-smoking room, etc.) can be stated in the field "**Others**" under "**Special Needs**".



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## Step 5 - Travel Information Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. DETAILS 5. APPROVE 6. PAYMENT

### TRAVEL INFORMATION

Please indicate your travel details in the fields below in order to help us providing better service during your check in and check out timing about your hotel staying during the IISIC 2012 Congress.

Please note that, by providing this information, Committee **DOES NOT** hold any responsibility for your transportation arrangements

#### ARRIVAL INFORMATION

Date of Arrival  Delete date

City of Departure

Flight no

Airline Company

City of Arrival

Arrival Time (Local time)

#### DEPARTURE INFORMATION

Date of Departure  Delete date

City of Departure

Departure Time

Flight no

Airline Company

[SUBMIT and CONTINUE >>](#)

\* required fields

It is not compulsory to complete this screen dedicated to travel information. It is, however, recommended as it helps us to monitor your programme and to provide you better services.

\* Please make sure that your travel dates conform with your accommodation dates. As it is not compulsory to complete this page, you will not be warned about inconsistencies with the accommodation dates you have stated on the **ACCOMMODATION SCREEN**.



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#### Step 6 - Summary of Details Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. DETAILS 5. APPROVE 6. PAYMENT

PERSONAL INFORMATION		MODIFY
Title		
First Name	Aysun	
Last Name	Organ	
BirDate	06/09/2011	
E-mail	aysun@zed.com.tr	
Gender	Female	
Institution	ZED Event Management & Consultancy	
Address	Address	
City	AFKARLA	
Zip Code	06520	
Country	Türkiye	
Telephone	90 312 219 17 00	
Fax		
BILLING INFORMATION		
Billing Name, Last Name		
Address		
City		
Zip Code		
Country		
Telephone		
Fax		
BILLING INFORMATION		
Billing Name, Last Name		
Address		
City		
Zip Code		
Country		
Telephone		
Fax		
TRAVEL INFORMATION		MODIFY
Date of Arrival		
City of Departure		
Flight no		
Airline Company		
City of Arrival		
Arrival Time (Local time)	00:00	
Transfer		
Date of Departure		
City of Departure		
Departure Time	00:00	
Flight no		
Airline Company		
REGISTRATION FEES		MODIFY
National Participant (Student)	100 TL	
<b>TOTAL (Total price including VAT)</b>	<b>100 TL</b>	

PRINT SUBMIT and CONTINUE

This screen displays a summary of all the information (personal, travel-related, etc.) you have entered into the various screens of the system including the services you have booked. For changes click "**MODIFY**".

Once you have completed the information as desired (*registration type, accommodation, personal information, etc.*) it is suggested that you click "**PRINT**" and take a print-out of your data which you should retain until the congress date.



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#### Step 7 - Approval Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. DETAILS 5. APPROVE 6. PAYMENT

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**CANCELLATION POLICY**  
A written notice of cancellation must be sent to Zed Event Management & Consultancy via e-mail [alev@zed.com.tr](mailto:alev@zed.com.tr) or fax: (+90 312 219 57 01)

- Registrations cancelled between August 1, 2011 and May 1, 2012, ( 75% of the registration fee refunded.)
- Registrations cancelled between May 1, 2012 and June 1, 2012, (25% of the registration fee refunded.)

\*\*No refunds will be made for registrations after June 15, 2012.  
\*\*No refunds will be made for Tours after May 1, 2012.

**CONDITIONS**

- 1) Applications for registration must be done ONLINE. All other type of registration methods will not be accepted and will be invalid.
- 2) All prices quoted on this form are in Euro (EUR). Payment must be made in EUR. Any credit card fees and surcharges are the responsibility of the registrant. Daily exchange rate (TL/EURO) of National Central Bank of Turkey will be applied.
- 3) Only credit card payments will be accepted for online registration. Cash and credit card will be accepted during on-site registration. Bank transfers, travellers cheque and currencies other than € (Euro) or TL (Turkish Lira) will not be accepted.
- 4) Registration will not be confirmed until payment has been received.
- 5) There is no refund for non attendance except as outlined in the cancellation policy.
- 6) The Congress Organizers have made every effort to ensure the accuracy of the details on this form at the time of printing, but reserve the right to alter or delete items from the program or the services as circumstances require.
- 7) Congress Organizers are not liable for any claims, damages or expenses arising out of cancellations, disruptions, changes or limitations to the programme or services as a result of any circumstances outside of their control including weather occurrences, terrorist events, travel restrictions or biological/health hazards or events.
- 8) Registrants are advised to arrange their own travel insurance to cover medical expenses, cancellations and all other risks.
- 9) The Congress Organizers, their officers and employees are not liable for, and the delegate releases them from any, claims, damages or expenses whether in respect to personal injury, death, loss or damage to the delegate or partner(s).
- 10) Instructions and other provisions in the online registration form, including the cancellation policy, are part of these registration conditions.
- 11) According to the Hotels procedures, Check-in time is 14:00pm and Check-out time is 12:00 (noon)

**VAT**  
All prices given on this web site includes VAT (%8, %18).

**Terms of Payment**  
The participation and registration fees will be invoiced to given (during registration) invoicing address. Invoices will be distributed on-site at the information desk.

**Details Request**  
For questions about above mentioned procedures please contact with [alev@zed.com.tr](mailto:alev@zed.com.tr)

I have read and agree to the terms of service  
**OK >>**

This page states the terms and conditions (*cancellation conditions, legal rights and congress-related legal information*) of the booking you have just carried out.

Please read this information carefully before you proceed to the next **"PAYMENT"** screen. You can access the payment screen by clicking on the statement: **"I have read the terms of service and agree"** and pressing the **"OK"** button.



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### Step 8 - Payment Screen

**IMPORTANT:** PLEASE STATE THE COUNTRY WHERE YOUR CREDIT CARD HAS BEEN ISSUED BY CHOOSING FROM THE **Country** LIST FIELD.

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. DETAILS 5. APPROVE 6. PAYMENT

**CREDIT CARD**

\* Card Number

\* CVV2/CVC2/Security Number

\* Expiry Date

Country

*Please specify the country your credit card is oriented from.*

Amount (Total price including VAT) 39.1 €

**PAYMENT WITH CREDIT CARD**

This screen indicates that you have successfully completed all procedures and have come to the **"PAYMENT STEP"**.

For speedy processing of the payment procedure you have to enter all required credit card information completely and correctly.

In case of wrong credit card information you will receive an error message. If you receive an error message despite being absolutely sure about the information's validity, please first contact your bank. If the bank is not at fault, please send an e-mail to the following address: [info@iisic2012.org](mailto:info@iisic2012.org).

*(Other than exceptional cases, do not send your credit card information to this address. The credit card information you entered in the above screen will only be seen by you and the bank, not by the organiser.)*

The **"Country"** information on the screen is important and compulsory. If entered wrong, the system will give an error message. If you are a participant from a foreign country, select **"Other Countries"**, otherwise the money cannot be collected.



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If you have successfully completed the payment process you will receive the following message as soon as the money has been collected:

**“Your payment has been received successfully, a confirmation mail will be sent to your registered email address. Thank you for your participation.”**

**\*\*\* If you want to make any changes to your registration after payment please contact [alev@zed.com.tr](mailto:alev@zed.com.tr)**

**Please close the screen after reading the information below.”**

After this message, the system will send an automatic confirmation reply to the e-mail address you have stated. The message comes from our Congress Registration and Accommodation Coordinator Ms. Alev Kurtkaya. If you do not receive a confirmation message please contact Ms Kurtkaya by sending an e-mail to this address: [info@iisic2012.org](mailto:info@iisic2012.org)

***My credit card information is not valid. I should like to pay later. How do I have to proceed?***

You can leave the payment screen by pressing the Exit button on your internet browser or closing it, return to **Step 1 “CONGRESS REGISTRATION ENTRY SCREEN”** and request your **REGISTRATION KEY** for later payment.

**IMPORTANT NOTE:** *As long as we do not receive your payment information, you are not registered and you will receive neither an approval nor a confirmation e-mail.*

***See you in Bursa...***

***We hope you will have a good time in Turkey...***

**ORGANIZATION TEAM**