

Registering for the conference

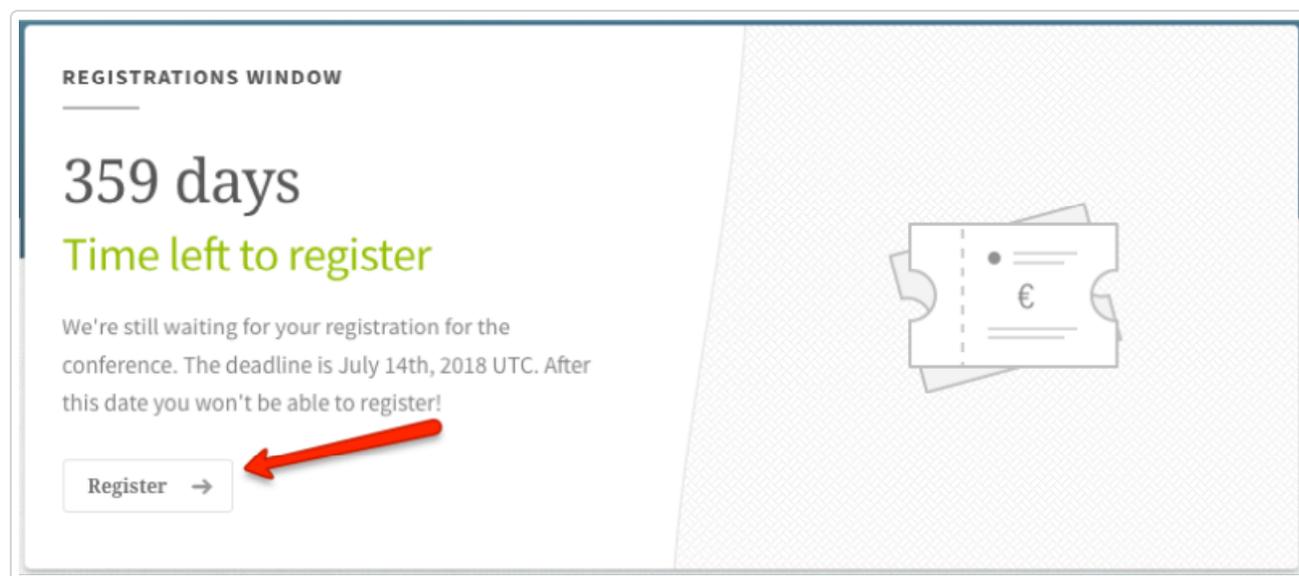
If you are a regular delegate wishing to register to attend and the conference you are attending is using Ex Ordo, this article will explain how you can register.

Step 1) Login to the conference

The first thing you must do is log in to the conference dashboard (<http://support.exordo.com/article/441-what-is-the-address-to-log-in-to-the-conference-i-want-to-attend>). If you are an author or a reviewer you should make sure to log in with the same email that you are already using for this conference.

Step 2) Register from your dashboard

Once the registration period opens, you should see a **Register** prompt on your dashboard. Clicking on Register button will take you to the conference registration form. If the registration is not opened yet or the deadline has passed, you will need to contact the conference organizers.



Step 3) Select your fees

The exact fees and options will depend on the conference you are attending and whether or not there are early or late fees. Select your options and scroll down to the bottom of the page to **Continue** to the next step.

Online Registration

Conference Registration

Registration Fee

The registration fee includes the cost of attending the conference, the reception & the conference banquet. If opting for the student registration, student status must be confirmed by a letter from your Head of Department.

<input checked="" type="radio"/>	Regular Delegate (Early Registration)	€250.00
<input type="radio"/>	Student Delegate (Early Registration)	€150.00
<input type="radio"/>	Regular Delegate (Late Registration)	€300.00
<input type="radio"/>	Student Delegate (Late Registration)	€200.00

Accompanying Person

Conference Registration Total: **€250.00**

Social

Welcome Reception

Conference Banquet

Social Excursion

Social Total: **€150.00**

Registration Totals

Registration Total:	€350.00
Total Paid:	€0.00
Amount Payable:	€350.00

[Continue »](#)

Step 4) Confirm additional details

Then, on the second page you may be asked to fill out some additional delegate details, including whether or not you have any dietary or special requirements (this may depend on the conference). You will be required to fill out your billing details but you will not be asked to pay on this step.

Billing Address

Please provide us with your billing address. The address supplied below will appear on your registration invoice.

Address Line 1:

Address Line 2 (optional):

City/Town:

County/State:

Country:

Save Additional Details

Step 5) Checkout and confirm payment

Finally, you will be able to proceed to the checkout page. Typically most conferences using the Ex Ordo registration system will allow payment only through credit or debit card (some conferences will allow bank transfer payments). You must agree to the terms and conditions and then choose a payment method. If you choose debit or credit card, you will be brought to the payment page. If you choose Bank Transfer, you will have to pay directly to the bank account of the conference.

Terms & Conditions

I have read, understand and agree to the [terms and conditions](#) of this registration.

Pay with a Debit or Credit Card

Pay by Bank Transfer

Congratulations, you are now going to the conference!

✉ [Still need help? Contact Us \(/contact\)](#)

Last updated on August 25, 2017

RELATED ARTICLES

-  [Get an invitation letter or a certificate from the conference \(/article/505-get-a-certificate-from-the-conference\)](/article/505-get-a-certificate-from-the-conference)
-  [Changing my registration \(/article/548-changing-my-registration\)](/article/548-changing-my-registration)

© Ex Ordo (<http://www.exordo.com>) 2017. Powered by Help Scout (https://www.helpscout.net/features/docs/?utm_source=docs&utm_medium=footerlink&utm_campaign=Docs+Branding)