GUIDE THROUGH REGISTRATION

1. When you start your registration, you will be asked to choose the **category** in which you want to participate: **General Public** or **ISFG Member**.
   Please see below how to proceed, especially if you are an **ISFG member and/or a student**.

   • If you are an **ISFG member**, choose the category "ISFG Member". You will be asked to upload the **payment receipt of your 2023 fee**, so it is important to check if your ISFG fees are up to date in your **member's area**.

   • If you are **an ISFG member and a student**, choose the category "ISFG Member". You must upload both the **payment receipt of your 2023 fee** and the **certificate or declaration** from your institution certifying your current **studentship**. Also, to obtain the reduced fee, insert the code ISFGSTD40 in the Coupon Code field.

   • If you are a **student but not an ISFG member**, choose the category "General Public". You will need to upload a **certificate or declaration** from your institution certifying your current studentship. To obtain the reduced fee, insert the code STD2023 in the Coupon Code field.

   • If you are **not an ISFG member nor a student**, choose the category "General Public".

2. After choosing your category, a list of the available workshops will appear, and you must **choose at least one workshop.**
3. You may enroll in more than one workshop if you wish but **remember to check the schedule in your time zone**, since the workshops are live events. **Volume discounts** apply if you choose to enroll in 2 or more workshops.
4. The next step is to fill in your details, some of which are mandatory (name, email, Institution/Company and country). If you are an ISFG member and/or Student, you must provide the confirmatory documentation mentioned above in the corresponding fields.
5. The next step is to confirm your registration. A summary of the workshops you have registered for, and the final price to pay, will be shown. If everything is correct, you can now choose the payment method (credit card or bank transfer) and follow the instructions.
6. You will receive a confirmation in your email shortly after, with the invoice attached.

IMPORTANT INFORMATION

- Check that your **email address is correct** otherwise you will not receive an email with your registration confirmation.
- Check that the information for the **invoice** regarding the paying entity is correct. During registration you may change these details.
- In case a workshop is already full, you will be asked if you want to be added to a **waiting list**. You will automatically receive an email if or when a spot becomes available.
- Please note that **all requested documents are mandatory and will be verified**. If no documents are uploaded or, if provided, they are not valid, registrations will automatically be **cancelled**.
- You may **modify or cancel** your registration at any moment through the link you will receive by email after confirming your registration. If you cancel your registration, remember to check the **cancellation policy** in terms of refunds.
- Due to limited number of seats, **early-bird registrations should be paid until June 23, 2023**. Please contact the organizer at isfgsummerschool2023@gmail.com if you need any help or support.