

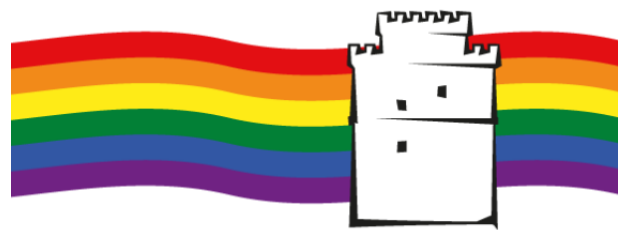
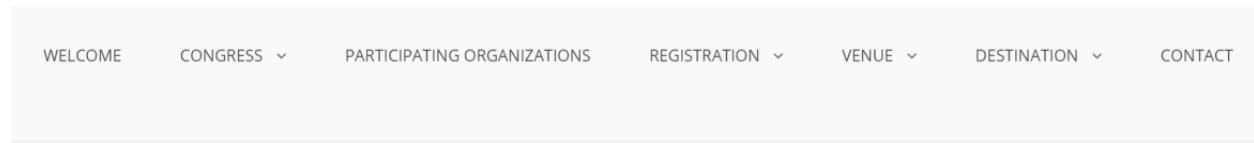


Welcome to the guidelines for your registration at the EGPA 2020 conference.

Below you will find some useful information in order to facilitate your registration process.

Step 1 : Creating your registration

The first thing you will need to do is to create your registration. You just have to follow the link on the registration tab of the [website](#), as shown below:



Congress

<p>EARLY FEE UNTIL 26.4.2020</p> <p>130 €</p> <p>Access To The Conference Coffee Breaks And Lunches Congress Material</p> <p>REGISTER</p>	<p>LATE FEE FROM 27.4.2020</p> <p>180 €</p> <p>Access To The Conference Coffee Breaks And Lunches Congress Material</p> <p>REGISTER</p>
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Step 2 : Filling in the required fields

Firstly, you will have to choose your registration type. Secondly, you will need to fill in the required fields.

The mandatory fields are :

- E-mail address
- First Name
- Last Name

Furthermore, there will always be some more mandatory fields, for example your country.

Please find below a snapshot of the registration form :

Registration Types & Fees

Delegate €130,00

First Name* Last Name*

E-mail*

Rank*


Police Organization*

Country*

City

Mobile Phone

Dietary Requirements

Next Step 



Step 3 : Accommodation

As we always aim to facilitate your trip, we offer the option of accommodation at the Conference's Venue, Hotel Capsis (4*).

During the registration process, at the Hotel Page, if you wish to request accommodation, you can set your Check-In and Check-Out Dates. Then, the available options will be revealed.

In order to request your accommodation, please press the **+** button, either for a Single Room or a Double room, to add it to your registration, as shown below:

[Already registered? Click to Login](#)

Hotel

Check In:
 Check Out:

Hotel Capsis (4*)	Show Details ▼
ROOM TYPES	PRICE FOR 2 NIGHTS
Single Room	☰ +
Double Room	☰ +

← Previous
Next Step →

Please note that if you will not select a room via the **+** button, no rooms will be added on your registration.

Will you have any other requests, for example a Triple Room or a Suite, please let us know in order to request it from the hotel.

Please note that you can always skip the Hotel Page via pressing the button





Step 4 : Checking-out and completing the payment

By the time you will complete your registration, you will be directed to the final page for completing the payment of the requested activities.

There you will find a recap of the items that you have selected and are charged to your registration.

At the check-out page, as shown below, you have two (2) choices :



Registration Summary

Registration details for	AMOUNT
Registration Information	
Delegate	
Additional Services	
Hotel Capsis (4*), Single Room, Check In: 2020-06-24, 2 Nights	
	TOTAL

Choose Your Payment Method

Pay Now Book Now **Pay Later**

← Previous Next Step →

1. PAY NOW

Firstly, you will have to fill in the details in which you wish to be invoiced, either your personal details or your company's / university's details.



BILLING INFORMATION



Name Surname / Organization Name *

Country *

City *

Address and Zipcode/Postcode *

Phone Number

Tax Info

PO Number

Please click to accept our [terms of use](#)

[← Previous](#)

Pay

Then, you must firstly accept the “Terms of Use” and then press the **Pay** button, which will lead you to a safe banking webpage in order to make your e-payment via Credit Card.



City*

vivawallet

ARTION CONFERENCES AND EVENTS
EGPA 2020

Pay with **Viva Wallet**

Pay with card

Card number


MM / YY CVV

Pay

2. BOOK NOW - PAY LATER

This will lead you to the end of the registration process where you can find our bank account details, in order to make a wire transfer. We cooperate with greek banks as well as with one foreign bank. You can choose whichever you wish, but please state your name at the transaction's details.

Again, it is necessary that you fill in your details in which you wish to be invoiced, either your personal details or your company's / university's details.

The last step is to click the button **COMPLETE**  at the bottom for the registration form!

Upon completing your registration, you will receive an automated confirmation e-mail.

You can always log-in back to your registration and make an e-payment, following the link [here](#).

* Invoicing Process *

You will notice that it is mandatory that you fill in your invoicing details before completing your registration. This process is needed in order to issue correctly your invoice.



IMPORTANT NOTE

! Please note that your registration is **not** completed if not paid. That means that you if have registered during the Early Registration Period, will you not make the payment in-time, the registration fee will automatically change upon the end of the Early Period. Furthermore, the same happens with the request for accommodation. You are kindly requested to complete the payment of your accommodation in order to secure your room. If the room remains unpaid, it will not be included to the hotel's rooming list.

We remain at your disposal for anything you may need.

Please feel free to contact us via support ticket or at the e-mail address egpa2020@artion.com.gr

Best regards,

EGPA Team