

Instructions for Participants

How to Register as a Participant to the EURA 2012 Conference

To start the registration process, please click [Register as Participant](#) on the overview page after logging in to your ConfTool account.

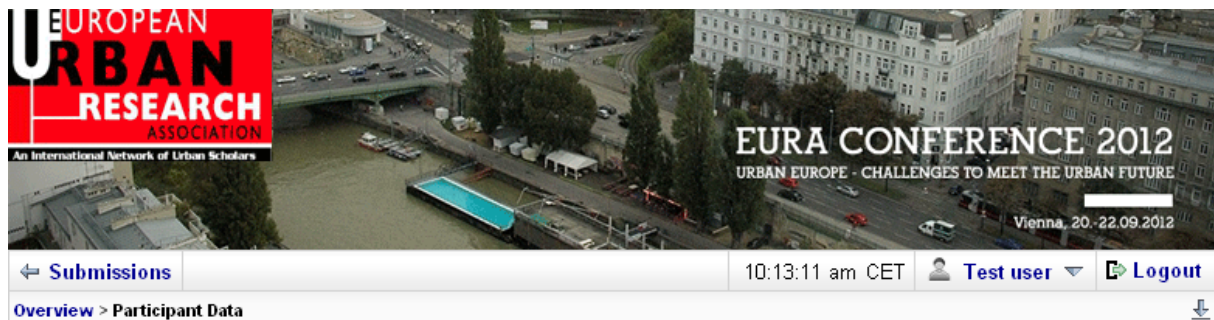
You will be redirected to the **Registration Form** of the conference. **It consists of 4 steps:**

- 1 First, please select your participant status. Different discounts are available for different participant groups. The discount for early bird registration will be activated automatically if you submit your registration before May 14th, 2012.

Please find a table with registration fees on the [EURA 2012 web page](#).



Proceed to Step 2.



The screenshot shows the registration interface for the EURA 2012 Conference. At the top left is the logo for the European Urban Research Association. The main header features an aerial view of a city with the text "EUROPEAN URBAN RESEARCH ASSOCIATION" and "EUROPEAN URBAN RESEARCH ASSOCIATION". The main title is "EUROPEAN URBAN RESEARCH ASSOCIATION" and the subtitle is "EUROPEAN URBAN RESEARCH ASSOCIATION". The main title is "EUROPEAN URBAN RESEARCH ASSOCIATION" and the subtitle is "EUROPEAN URBAN RESEARCH ASSOCIATION". The main title is "EUROPEAN URBAN RESEARCH ASSOCIATION" and the subtitle is "EUROPEAN URBAN RESEARCH ASSOCIATION".

Registration for conference participation - Step 1 of 4: Participant Status

Here you can register for conference participation. Different **discounts** are available according to your status.

Please select your status!

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and pro forma invoice from the overview page.

Participant Status Information	
Time Discount	Early Bird
* Status	<input type="radio"/> EURA members <input type="radio"/> Non-members <input type="radio"/> EURA members from Central and Eastern Europe <input type="radio"/> Non-members from Central and Eastern Europe <input type="radio"/> Scholars from Latin America and Africa <input type="radio"/> Research students
Proceed to Step 2: Event and Item Selection	

[Overview](#) > [Participant Data](#)

Print View  

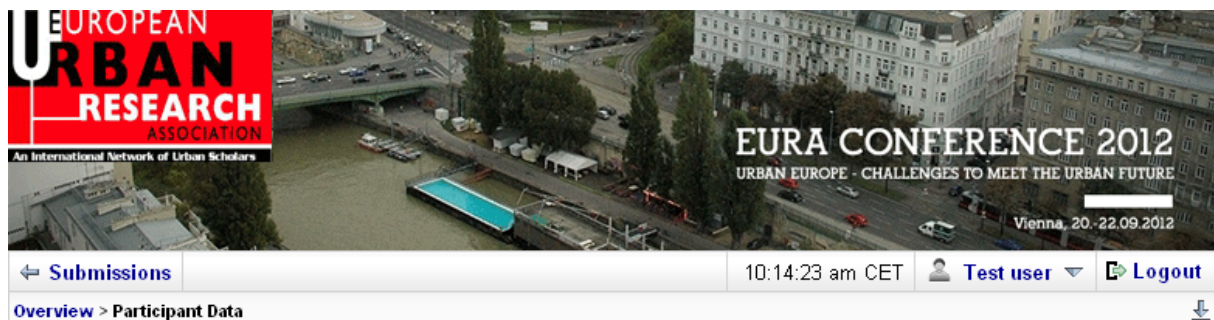
Contact and Legal Notice · Contact Address: info@eur2012.org
Conference: EURA 2012

Conference Software - **ConfTool Pro 2.6.43**
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2 In the **second step**, the **registration for the conference** is already pre-selected. The participation fee is shown according to your selected **participant status** and **time discount**.

➔ **Mobile Workshops** are part of the thematic programme, but not included in the participation fee. Please let us know if you want to participate in one of them!

➔ Some **social events** and **items** are **included** in the fee. Please let us know if you would like to book them!



Registration for conference participation - Step 2 of 4: Event and Item Selection

Please select the events and items of interest to you.

Participant Status Information

Registration Date: 22nd Feb 2012, 10:13:54am (Early Bird)
Status: Non-members

Conference

2	<input checked="" type="checkbox"/>	EURA Conference 2012 September 20th - 22nd, 2012 Vienna University of Technology	EUR 390.00
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Mobile Workshops




			Price
➔	<input type="checkbox"/>	Mobile Workshop Saturday, September 22nd, 2012 Mobile Workshops will take academic discussion into the city by exploring specific spaces in Vienna thematically linked to the track sessions of the conference. Topics will include: Underground Vienna, Jewish Vienna, Recent Architectural Projects, Drivers of Metropolitan and Inclusive Development, Vienna Waterfront Development, Historical Vienna, Urban Transformation, Social Housing. Workshops are professionally guided tours by our academic staff and/ or practitioners from relevant fields. Mobile Workshops are taking place on Saturday, 22/09 from 2pm – 5pm to conclude the conference. All mobile workshops depart from and end at the conference venue. You can book participation in Mobile Workshops now and you will be notified by mail later when registration for specific thematic workshops starts.	EUR 20.00

Included Services

		These services and items are included in the participation fee and non-refundable. Please let us know if you wish to book them using the checkboxes. Thank you!	
➔	<input type="checkbox"/>	Pre-Conference Reception Wednesday, September 19th, 2012	EUR 0.00
	<input type="checkbox"/>	Conference Shirt	EUR 0.00
	* Shirt Size	Please select... <input type="text"/>	

Further down on the same page, you can...

-  book **additional events**,
-  book **additional items**, and/or
-  book social events and/or items for your **accompanying person**

Additional Events	These events are not included in the participation fee.		Price
	<input type="checkbox"/>	"Heurigen" Evening - Dinner at a typical Austrian wine tavern Thursday, September 20th, 2012	EUR 30.00
Additional Items	These items can be booked additionally and are not included in the participation fee. They will be handed out at the registration desk at the beginning of the conference.		Price
	<input type="checkbox"/>	Public Transport Ticket (48 hours) September 20th - 22nd, 2012 Valid throughout Vienna for 48 hours from the first time they are used. Tickets will be handed out at the registration desk at the beginning of the conference.	EUR 10.00 (incl. 10% VAT/GST)
	<input type="checkbox"/>	Public Transport Ticket (72 hours) September 20th - 22nd, 2012 Valid throughout Vienna for 72 hours from the first time they are used. Tickets will be handed out at the registration desk at the beginning of the conference.	EUR 13.60 (incl. 10% VAT/GST)
Accompanying Person	Please let us know if you wish to bring an accompanying person with you!		
	<input type="checkbox"/>	Accompanying Person The fee for one accompanying person includes the Pre-Conference Reception on Wednesday, September 19th, and the Conference Dinner on Friday, September 21st. Please note that only fully registered participants will be admitted to the conference sessions!	EUR 55.00
	* Accompanying Person	Mr/Ms: <input type="text"/> Last Name: <input type="text"/> First Name: <input type="text"/>	
	<input type="checkbox"/>	"Heurigen" Evening Thursday, September 20th, 2012 Fee for one accompanying person at the "Heurigen" Evening.	EUR 30.00
	<input type="checkbox"/>	Public Transport Ticket 48h September 20th - 22nd, 2012	EUR 10.00 (incl. 10% VAT/GST)
	<input type="checkbox"/>	Public Transport Ticket 72h September 20th - 22nd, 2012	EUR 13.60 (incl. 10% VAT/GST)

The booking of your **accommodation** with special conditions together with your registration of participation is **optional** and only available **until August 1st, 2012!**

If you would like us to book your accommodation for you, please select...







one out of **8 hotels**, and






the **room type** (single/double). In case you are booking a **double room**, please specify the name of your accompanying person!

Please note that the **number of rooms** in each hotel is **limited!** A full list of all hotels and prices is available on the [EURA 2012 web page](#).

Accommodation	
<p>We can offer special conditions for conference attendees at the following hotels. Special conditions are only available using this online registration form. We will book for you!</p> <p>This Service is optional!</p> <p>Booking Deadline: August 1st, 2012</p> <p>>>Hotel information on EURA 2012 web page</p>	
Hotel Academia **	<p>1080 Vienna, Pfeilgasse 3a Rooms available from September 19th - 22nd, 2012</p> <p>>>Hotel web page</p>
<p> <input type="checkbox"/> Single Room</p> <p>EUR 60.00 per night (incl. 10% VAT/GST)</p> <p>* Select dates: <input type="text" value="Please choose..."/> to <input type="text" value="Please choose..."/></p>	
<p> <input type="checkbox"/> Double Room</p> <p>EUR 80.00 per night (incl. 10% VAT/GST)</p> <p>* Select dates: <input type="text" value="Please choose..."/> to <input type="text" value="Please choose..."/></p> <p>* Accompanying Person: Mr/Ms: <input type="text"/> Last Name: <input type="text"/> First name: <input type="text"/></p>	
Hotel Das Triest	<p>1040 Vienna, Wiedner Hauptstrasse 12 Rooms available from September 19th - 22nd, 2012</p> <p>>>Hotel web page</p>
<p> <input type="checkbox"/> Single Room</p> <p>EUR 195.00 per night (incl. 10% VAT/GST)</p> <p>* Select dates: <input type="text" value="Please choose..."/> to <input type="text" value="Please choose..."/></p>	
<p> <input type="checkbox"/> Double Room</p> <p>EUR 197.00 per night (incl. 10% VAT/GST)</p> <p>* Select dates: <input type="text" value="Please choose..."/> to <input type="text" value="Please choose..."/></p> <p>* Accompanying Person: Mr/Ms: <input type="text"/> Last Name: <input type="text"/> First Name: <input type="text"/></p>	

On the bottom of this page, you can...

-  leave us a comment on your registration and
-  **Proceed to Step 3 or Return to Step 1.**

Miscellaneous	
 Remark of Participant	<input type="text"/>
Proceed to Step 3: Payment Details	
Return to Step 1: Participant Status	

[Overview](#) > [Participant Data](#)

Print View  

Contact and Legal Notice · Contact Address: info@eura2012.org
Conference: EURA 2012

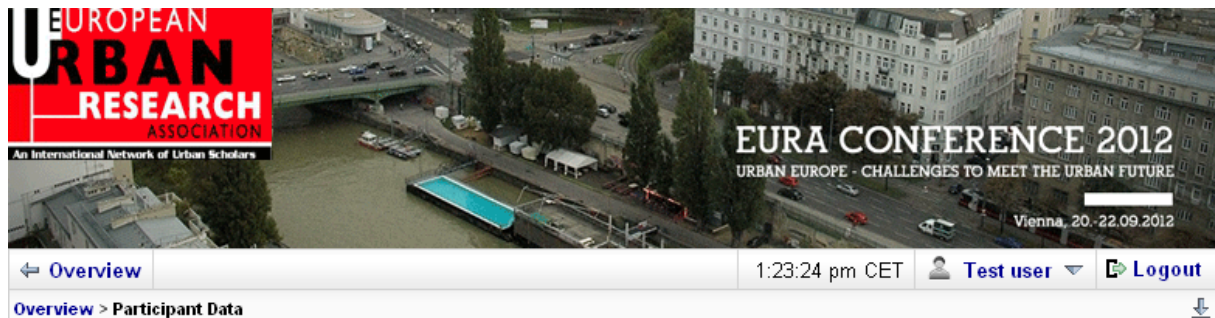
Conference Software - **ConfTool Pro 2.6.43**
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In the **third step**, you will find a summary of your booked events and items and the total amount of your conference participation.

- 3** The address you entered as your contact information when creating a ConfTool account will be used as your **Invoice Address** if you select the first option.



However, you can also enter an alternative Invoice Address in the next part of the registration form.



EUROPEAN URBAN RESEARCH ASSOCIATION
An International Network of Urban Scholars

EURA CONFERENCE 2012
URBAN EUROPE - CHALLENGES TO MEET THE URBAN FUTURE
Vienna, 20. - 22.09.2012

← Overview 1:23:24 pm CET Test user Logout

Overview > Participant Data

Registration for conference participation - Step 3 of 4: Payment Details

Please enter your payment method and details.


Description	Unit Price	Fee (incl. VAT/GST)	Included VAT (GST)
Conference EURA Conference 2012 Event Date: September 20th - 22nd, 2012 Event Location: Vienna University of Technology	€ 390.00	€ 390.00	0%
Total Amount		€ 390.00	

Invoice Address: Who is the receiver of invoice and receipt?

* Recipient of invoice and receipt Use the address of the participant

3 Participant's address Test institution
Test user
Karlsplatz 13
1040 Vienna
Austria
info@eura2012.org

Invoice address if different to the address of the registering user

* Recipient of invoice and receipt Use a different address. Please enter details below. 

Organization / Company

* Title None/Other
 Ms.
 Mr.
 Dr.
 Prof.

First & Middle Name

Last Name / Family Name

* Address Line 1

Address Line 2

* Postcode / ZIP Code

* City


State / Territory / Province - Please Select (only U.S. / Can / Aus) ▼

* Country Austria ▼

Further down on the same page, you are asked to fill in your payment details:

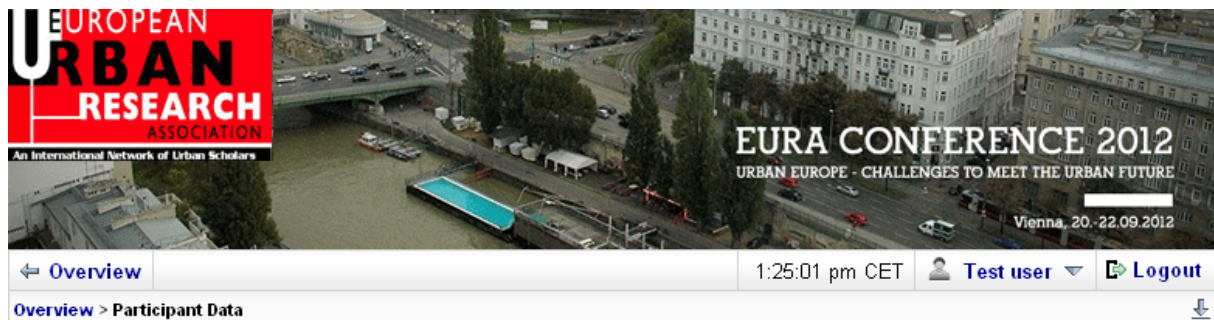
➡ Please choose your preferred **payment method** (bank transfer, credit card payment, or credit card payment by fax form – Please note that there are **no other payment methods available!**) and enter the payment details (only necessary for payment via credit card). If you choose to send your **credit card details by fax**, you will have to print, fill in, and send a [statement form](#) that you will find on the overview page after completing the registration.

➡ **Proceed to Step 4 or Return to Steps 1 or 2.**

Payment Details	
* Payment Method	<input checked="" type="radio"/> Via bank transfer (wire transfer) You will receive the account details in the confirmation email and on the pro forma invoice that you can print from the Overview page .
	<input type="radio"/> Via credit card. Send details by fax. <i>The following cards are accepted:</i> <ul style="list-style-type: none"> • Visa • MasterCard • Diners • American Express • JCB
	<input type="radio"/> Via credit card Please enter your details below.
* Type of Credit Card	Please choose... <input type="text"/>
* Credit Card Number	<input type="text"/>
* Card Validation Code	<input type="text"/>
	The CVC code (also called CVV or CSC) is printed on Visa- and MasterCards in the signature panel on the back of the card. It is the digits after your credit card number. The American Express verification number (CID) is a small 4-digit number on the front of your card. 
* Valid Until	Jan <input type="text"/> 2012 <input type="text"/>
* Print Name of Credit Card Holder	Test user <input type="text"/>
<i>Address of Credit Card Holder (required, must match monthly statement address)</i>	
* Street & House Number or PO Box Number	<input type="text"/>
* City	Vienna <input type="text"/>
* Postal Code / Zip Code	1040 <input type="text"/>
State / Territory / Province	– Please Select (only U.S. / Can / Aus) <input type="text"/>
* Country	Austria <input type="text"/>
* E-mail Address of Card Holder	<input type="text"/>
Miscellaneous	
Remark of Participant	<input type="text"/>
<input type="button" value="Proceed to Step 4: Confirm Registration"/>	
<input type="button" value="Return to Step 1: Participant Status"/> <input type="button" value="Return to Step 2: Event and Item Selection"/>	

In the **forth step**, you will again find the summary of your booked events and items and the total amount of your conference participation.

- 4 Please read the Terms of Registration and Payment carefully and confirm your acceptance by clicking the "Confirm" checkbox and **Register Now.**



EUROPEAN URBAN RESEARCH ASSOCIATION
An International Network of Urban Scholars

EURA CONFERENCE 2012
URBAN EUROPE - CHALLENGES TO MEET THE URBAN FUTURE
Vienna, 20. - 22.09.2012

← Overview 1:25:01 pm CET Test user Logout

Overview > Participant Data

Registration for conference participation - Step 4 of 4: Confirm Registration

Please confirm your entries by clicking on "Register Now".
Only then you are registered as a confirmed conference participant.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and pro forma invoice from the overview page.

Participant Status Information

Registration Date: 22nd Feb 2012, 01:21:53pm (Early Bird)
Status: Non-members

Description	Unit Price	Fee (incl. VAT/GST)	Included VAT (GST)
EURA Conference 2012 Event Date: September 20th - 22nd, 2012 Event Location: Vienna University of Technology	€ 390.00	€ 390.00	0%
Total Amount		€ 390.00	

Confirmation of Registration Terms

- 4 **Terms of Registration and Payment**
- The **registration of participation is binding.**
 - The participation **fees are owed upon registration and must be paid within 7 days** of submission of the registration (but no later than September 13th, 2012 / May 21st, 2012 for Early Bird Registration).
 - Your participation is not guaranteed until **full** payment of the registration fee is received.
 - If you cancel your registration before August 20th, 2012, you will be refunded 80% of the participation fee. In all other cases, the financial responsibilities of the participants remain fully effective.
 - The cost of hotel reservation changes before August 1st, 2012 is: EUR 50,- (+ Room rate difference). Accommodation payments are non-refundable.
 - The conference program may be subject to change.
 - Participation fees will be refunded if the conference is canceled by the organizer. In such case, the organizer will have no further liability towards the participant. Registrations remain valid if the conference has to be postponed.

* Confirm I have read and understood the above terms of registration and payment and declare acceptance.

Register Now

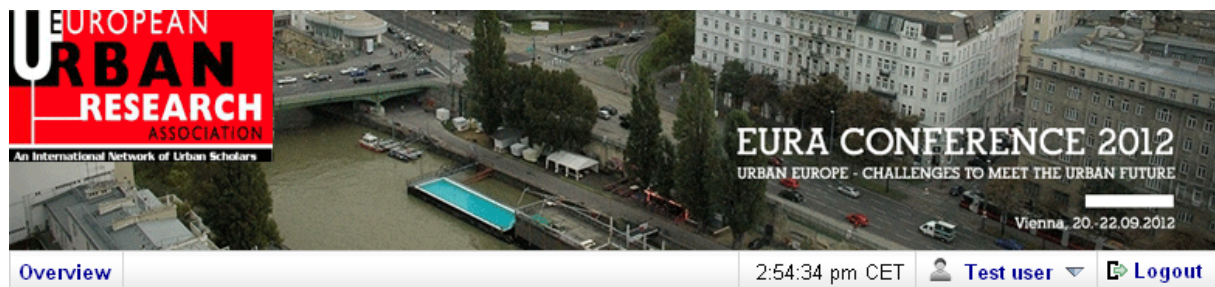
[Return to Step 2: Event and Item Selection](#)

[Return to Step 3: Payment Details](#)

You are now registered as a participant to the EURA 2012 Conference!

After completing the registration, you will find a summary with the total amount of your conference participation and the payment instructions, including the required payment details (only for payment via bank transfer/wire transfer) on your ConfTool account.

The same information will be sent to you in a confirmation e-mail.



The screenshot shows the 'Overview' page of the EURA 2012 Conference registration system. It features a header with the EURA logo and an aerial view of a city. The main content area includes a navigation bar with 'Overview', '2:54:34 pm CET', and user information for 'Test user'. A green notification box states: 'Participation Data Has Been Saved. The participation registration has been saved successfully. From the ConfTool "overview" page you can print out a registration confirmation and/or an invoice either now or later.' Below this, a 'Welcome, Test user!' message provides details about the user's registration, including the total amount (EUR 340.00) and the selected payment method (bank transfer).

Welcome, Test user!

You are logged in as user **Test user**.

You are registered as participant. Total Amount: EUR 340.00

Selected payment method: Via bank transfer (wire transfer)

You will receive the account details in the confirmation email and on the pro forma invoice that you can print from the [Overview page](#).

No payment has been registered yet.

Please transfer the fee to the following account:

Account Holder : Vienna University of Technology · Account No. : 51429 001 604

Bank : UniCredit Bank Austria AG, 1010 Vienna, Schottengasse 6-8 · Bank Code : 12000

International Bank Details:

SWIFT-BIC : BKAUATWW · IBAN Code : AT86 1200 0514 2900 1604

Reason for transfer: 1002/ user, Test

When paying via bank transfer (wire transfer), please make sure that **you pay all transfer charges** and we receive all your payment. (OUR instruction) Please state the **Reason for transfer** that can be found on your pro forma invoice.

You can select from the following options:

[Show User Account Details](#)

Here you can access the personal data of your user account.

[Edit User Account Details](#)

Here you can update your personal user data.

[Logout](#)

Please sign out when you are finished to prevent unauthorized access to your account.

[Logout and Return to the Main Website](#)

Sign out and return to the website "EURA Conference 2012".

As participant you have the following options

[Access Your Participant Registration Details](#)

Here you can access all details of your registration for participation.

[Confirmation of Registration and Pro Forma Invoice](#)

You can access your provisional invoice as participation confirmation and print it out via the browser's print function.

[Print View](#)



EURA 2012 Conference
Vienna University of Technology
20.-22. Sept. 2012
www.eura2012.org

You can now access and print your **Confirmation of Registration** and **Pro Forma Invoice** from your ConfTool account with your browser's print function. After your payment has been received, you will get access to the **Invoice** from your account.

Please note that your registration for participation is **binding** and the details can only be changed by the conference organizers. Your participation is not guaranteed until **full** payment of the registration fee is received!

If you experience problems registering for participation please contact info@eura2012.org.