ICOM KYOTO2019
Registration Procedure

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ICOM KYOTO 2019
Registration Procedure

Open registration page

Point a cursor at “Registration” and choose “Registration” from the menu on the ICOM KYOTO website.

Or choose “Register Now” button at the bottom on the “Registration Guideline” page.

Select type of registration

Select your type of registration and click “Next”.

Check the detailed condition of each type (category) beforehand on the “Registration Guidelines” page.
If you are an ICOM Member:

If your affiliation is registered as an ICOM Institutional Member, up to 3 people are applicable for the membership price. Please contact Secretariat of ICOM if you have any question for ICOM Membership.

If you are an ICOM Institutional Member:

Enter the email address of the representatives for ICOM Institutional Member and password.

If you are a student:

Upload a copy of the student identification card to verify you are a student.

If you are an ICOM Member, enter your email address and password that you have already registered for ICOM Membership.

If you select ICOM Member or ICOM Institutional Member, enter your email address and password for **ICOM Membership**.

If you are an ICOM Member:

Enter your email address and password that you have already registered for ICOM Membership.

If you are a student, upload a copy of your official identity card or certificate of enrollment which shows your age.

*Attendees must be at least 18 years old regular student enrolled in the undergraduate university, graduate university, college or specialized training college.*
Enter your basic personal information:
- Personal Details
- Main Address
- Communication Details
- Final Program
- General Question

with **English alphanumeric characters ONLY**.

Fields marked with an asterisk (*) are mandatory. Use one email address for one registration.

Enter your name with **alphabets ONLY** to be printed on your name card.

Enter your phone and fax number without a hyphen and then select your country.

Check the privacy policy and tick the box.

Click “Next”.
Select “Full Registration” or “Day Passes” and click “Next”.

● Letter of Invitation

If you request a Letter of Invitation from the organizers to apply for your visa, check the box.

Click “Next”.

● Accompanying person

If you wish to register your accompanying person, check the box.

Enter his/her personal Information.

Check the box if he/she needs or attends
- Letter of Invitation
- Congress Bag (JPY 3,000)
- Opening and/or Closing Party
- Social Events

Click “Next”.
Select your IC meeting attendance from the list.

Check the box of the events you attend:
- Opening Ceremony and/or Party
- Closing Ceremony and/or Party
- Social Events
  - Tuesday, 3 Sept
  - Wednesday, 4 Sept
  - Thursday, 5 Sept

Click “Next”.

Additional bookings
Choose payment method

Check your preferred payment method. Payment must be made in **Japanese Yen (JPY)**.

- If you choose a “Bank transfer”, an email with a payment instruction will be sent to you after the registration is completed.

- If you choose a “Credit card”, you will be redirected to a secure online payment platform and asked to provide your 3-D secure code.

If the billing address is different from your main address, check the box and fill it out.

Click “Next”.
Your registration status is shown to be reviewed. If all the information is correct, click "Register & Pay" to finalize your registration.

Click "Back" to amend.
Read the General Terms & Conditions and check.
Click "Register and Pay"
If you select payment by credit card, choose your card type first and then enter your card number, security code and expiration date.

Your online registration has been successfully submitted.

If you choose a payment by bank transfer, the display shows the same.

Invoice with bank account and the summary of your booking will be sent to you by an email.

Please make a bank transfer to the designated account accordingly. All transfer costs must be prepaid by the transmitter.

Account Holder: K.I.T. Swiss AG,
Bahnhofstrasse 8, 5080 Laufenburg,
Switzerland
Bank: UBS Switzerland AG,
Bahnhofstrasse 45, 8098 Zurich,
Switzerland
Account Number: 2407 3950 867L
BIC/SWIFT: UBSWCHZH80A
IBAN: CH21 0024 0240 7395 0867 L

Input remitter’s name as indicated on the invoice; “ICOM19-R /Your Registration No/ YOUR FAMILY NAME”
Registration confirmation will be sent to your email address.

Please print out and bring it with you to the Conference.

You need to scan QR code at the registration to issue your name card.

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**Sample of registration confirmation**

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**Registration Confirmation**

Dear ***************

Thank you for registering for the ICOM KYOTO 2019, 25th General Conference.

Please bring this confirmation to the congress and proceed to the self-printing stations in the registration area to collect your congress name badge.

<table>
<thead>
<tr>
<th>Participant</th>
<th>Item</th>
<th>Amount</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Hitz</td>
<td>Early Bird Fee</td>
<td>1</td>
<td>31,000JPY</td>
</tr>
<tr>
<td>Amanda Hitz</td>
<td>Opening Ceremony</td>
<td>1</td>
<td>0.00JPY</td>
</tr>
</tbody>
</table>

Should you have any questions, please do not hesitate to contact us.

We look forward to welcoming you in Kyoto.

The ICOM KYOTO 2019 Congress Secretariat
Email: icom2019@kit-group.org
Telephone: +49 (0) 30 24603 252
Fax: +49 (0) 30 24603 399
Book your accommodation

You can book the hotel among our list of hotels. Select “Hotels” from the menu and click “Reserve now”.

Register your personal data

Click “Step 1” and then enter your personal data.

Enter your email address as the same one you used for the registration of ICOM Kyoto 2019 and click “Next”.
For EU residents, agreement is required for the “Processing of Personal Data of Customers in EU” before making online registration. Download and read it carefully.

Enter your participant number shown on the email to be received upon registration.

Click “Next” and your personal information registration completed.

Take a note of your password. Once logged-out, your email address and the password shown here is necessary to open “My page”

Click “My Page” to open.

Though you would not proceed directly after personal data registration, you can book the hotel from your “My page” by entering your email address and password.
Book your hotel

Click “Hotel Accommodation”.

Select your preferred hotel and dates of your stay. Click “Next”.
Confirm your booking status

The display shows your booking status. If it is correct, click “Submit”.

After the submission, confirmation page is shown.

Click “My page” to go back.

Payment and completion of registration

Click “Make Payment”.

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Proceed your payment by entering your card type, number and expire date and security code.

Click “Submit” and then an email for confirmation will be sent to you.

Inquiry for registration for ICOM KYOTO 2019:
ICOM KYOTO 2019 Congress Secretariat  c/o K.I.T. Group GmbH
TEL: +49 (0) 30 24603 252  Fax: +49 (0) 30 24603 399
Email: icom2019@kit-group.org

Inquiry for accommodation for ICOM KYOTO 2019:
ICOM Kyoto 2019 Desk
Kinki Nippon Tourist Co., Ltd. (KNT) / Kansai MICE Branch
TEL: +81-6-6635-2627  Fax: +81-6-6641-0072
E-mail: icom2019-travel@or.knt.co.jp
Office hours: Monday to Friday, 9:30am-6:00pm (Japan time)
(Closed on Sat., Sun. & National Holidays)