

## ICEC2025 – REGISTRATION AND PAYMENT

### HOW TO REGISTER TO PARTICIPATE

The Online Secretariat Platform (ConfTool) manages all organisational procedures and distinguishes different phases:

**ACCOUNT CREATION:** this is the phase in which a user ‘registers’ on the platform by entering his/her personal details and choosing a username and password for subsequent access. Simply creating an account does NOT imply registration for the congress;

**REGISTRATION:** this is the phase in which the registered user logs onto the platform with his or her credentials and registers to participate in the conference, indicating any accessory services. At this stage, the amount is determined in relation to the profile and services selected and the bank details for the wire transfer, as payment method, is indicated;

### REGISTRATION PROCEDURE

To log in, you must access the ON LINE SECRETARY > <https://www.conftool.org/icec2025/>

click on Create a New Account by carefully filling in all the fields, paying particular attention to the mandatory fields - marked with asterisks (\*) - and to the e-mail address indicated, which must be valid.

Register and proceed

If errors occur, the system will report them and recommend a solution. An e-mail will be sent confirming successful registration.

After the user has been created, it will be possible to log in using the chosen username and password.

### PROCEDURE FOR REGISTERING TO ATTEND THE CONFERENCE

Registration for the conference is only possible through the guided procedure in the On-line Secretariat.

Access the ONLINE SECRETARIAT > <https://www.conftool.org/icec2025/> with your credentials (username/password)

The following screen appears, where you must select the status of the participant:

The screenshot displays the registration interface for ICEC 2025. At the top, it features the event title 'ICEC 2025' and subtitle 'International Conference on Environmental Catalysis' against a background image of a coastal landscape. Below this, the location and dates are specified: 'Isola delle Femmine (PA - Sicily, Italy), 2-5 June 2025'. A navigation bar includes a back arrow to 'Overview', the current time '11:17:05am CET', the user name 'stefano vannuzzi', and a 'Logout' button. The main content area is titled 'Registration for Participation - Step 1 of 4: Participant Status'. It provides instructions: 'Here you can register for conference participation. 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 invoice from the overview page.' A progress bar shows four steps: '1. Participant Status' (active), '2. Event and Item Selection', '3. Payment Details', and '4. Confirm Registration'. The 'Participant Status Information' section contains a table with a 'Time Discount' column and an 'Early Bird' label. The main table has a header '\* Participant Status / Group' and three radio button options: 'Regular', 'Student / Ph.D. Student', and 'Invited Participant (registration code required)'. A blue button at the bottom right says 'Proceed to Step 2: Event and Item Selection'. The footer contains contact information and copyright details for ConfTool Pro 2.6.153.

Time Discount	Early Bird
* Participant Status / Group	<input type="radio"/> Regular
	<input type="radio"/> Student / Ph.D. Student
	<input type="radio"/> Invited Participant (registration code required)

The Menu shows these options:

- Regular
- Student /Ph.D Student
- Invited participant

Click on the button 'Continue with step 2: Selection of events'

Events/Items		Price
Conference Registration	<input checked="" type="radio"/> Full Registration for the International Conference on Environmental Catalysis 2 - 5 June 2025 Isola delle Femmine (PA - Sicily, Italy)	EUR 700.00
Accompanying Person	<input type="checkbox"/> Accompanying Person	EUR 100.00
Gala Dinner	0 <input type="button" value="v"/> Gala Dinner	EUR 65.00 single price
Miscellaneous		
Remark of Participant	<input type="text"/>	
Return to Step 1: Participant Status		Proceed to Step 3: Payment Details

Here you can select the number of accompanying person(s).

If a number in the "Gala Dinner" is selected, a window opens with the dietary requirements.

Click on the 'Continue with step 3: Payment details' button.

Qty.	Description	Unit Price	Fee (incl. VAT/GST)	Included VAT/GST
1	Conference Registration Full Registration for the International Conference on Environmental Catalysis Event Date: 2 - 5 June 2025 Event Location: Isola delle Femmine (PA - Sicily, Italy)	€ 700.00	€ 700.00	0%
1	Gala Dinner Gala Dinner Dietary Needs: No dietary restrictions	€ 65.00	€ 65.00	0%
Total Amount			€ 765.00	
Invoice Address: Choose Recipient of Invoice and Receipt				
(*) Organization / Company		ERIC aisbl		
Department		Management		
Title		<input type="radio"/> No Title <input checked="" type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.		
(*) First & Middle Name		<input type="text"/>		
(*) Last Name / Family Name		<input type="text"/>		
* Address Line 1		<input type="text"/>		
Address Line 2		<input type="text"/>		
(*) Postcode / ZIP Code		<input type="text"/>		
* City		<input type="text"/>		
(*) State / Territory / Province		-- Please Select (only U.S. / Can / Aus) v		
* Country		Please Select Country v		
Phone		<input type="text"/>		
Fax		<input type="text"/>		
* E-Mail		<input type="text"/>		

Here the details of the mother organisation and the participant's name and address must be filled in.

The final page shows the overall registration details:

 **Participant Data**

Here you can find your participant data.

**Prof**

Organization / Company:

Country:

E-Mail:

**1003****Participant Status Information**

Registration ID: T000003

Registration Date: 28th Feb 2025, 11:32:01am (Early Bird)

Participant Status / Group: Regular

Qty.	Description	Unit Price	Fee (incl. VAT/GST)	Included VAT/GST
1	Conference Registration Full Registration for the International Conference on Environmental Catalysis Event Date: 2 - 5 June 2025 Event Location: Isola delle Femmine (PA - Sicily, Italy)	€ 700.00	€ 700.00	0%
1	Gala Dinner Gala Dinner Dietary Needs: No dietary restrictions	€ 65.00	€ 65.00	0%
<b>Total Amount</b>			<b>€ 765.00</b>	

**Payment Details**

Via bank transfer (wire transfer)

No payment has been recorded yet.

The organizers have not yet printed this invoice.

[Direct Link to Invoice and Registration Confirmation](#) [Show / Print Receipt](#) **List of Payments Made to Date****No payments received yet.****Terms of Registration and Payment**

- The registration of participation is binding.
- If you have to cancel the registration, you get 80% back until 30 days before the start of the event. In all other cases, the financial responsibilities of the participants remain fully effective.
- The participation fees are owed upon registration and are payable within 7 days following submission of the registration (but not later than 7 days before the starting day of the event).
- Participation is not guaranteed until full payment of the registration fee is received.
- The conference program may be subject to changes.
- Payments will be refunded if the conference will be canceled by the organizer. In that case, the organizer will have no further liability to the client. Registrations remain valid if the conference has to be postponed.