

Registration guide to the “Maritime Cyprus 2017” Website

To register for the conference, click on Register button at the top right of the conferences homepage (see details below).

A participant must be registered at the conference through his/her organisation, which means that a general email address must be used to login (e.g. info@abcd.com). If such an email does not exist, please create a new account clicking the button “Get Started” in the “New Account?” Section. Please read detailed instructions in Section **A. Registration through participant’s company / organisation**.

Alternatively, a participant can register as an individual (independently to his/her organization) by creating his/her own 'Personal Account' by clicking the button “Get Started” in the **New Account?** Section. See instructions in Section **B. Registration as an individual**.

A. Registration through participant’s company / organisation

Participants under the same company/organization can be registered via group registration and take advantage of the special group registration fees that apply in this case. For more information about participation fees see below.

A1. Visit www.maritimecyprus.org .

A2. Press Register button on the upper right corner of the page.

A3. Login using your **company’s (general) email and password**. If this is the first time that you visit our webpage, you will not have a password so please press “Forgot my password” link. A password will be created and sent to the email address you provide (please enter your company’s email). Use it to login to the webpage.

A4. Select “Participant” and click Next.

A5. A message with the participation fee will appear. Click Next.

A6. Click on “Select Person” button to select the person you wish to register to the conference.

(i). Persons, who have already participated in previous Conferences under that company will appear in the list. Once you select his/her name his/her contact details will appear below. You can edit his/her contact details by clicking on “Edit” button. Click on “Register” to register him/her to the conference. A message “Your registration is completed” appears.

(ii). If the person does not appear in the list, select NEW to create a new person under your company. Fill the contact details of the person. Please provide the participant’s personal email address, since this address will be used from the participant to login to the webpage and access all information related to the conference. The same email address cannot be submitted by more than one user. A message “Your registration is completed” appears.

A7. At this point you can (i) *Register a new participant*, (ii) *View the current registrations* or (iii) *Pay Outstanding Balance*.

(i). If you wish to register another participant to the conference (group registration fees apply) select “Participation Fee (Business Person 2)” and click next. Note the participation fee for the second participant is reduced (€500). This step must be repeated for every person you wish to register for the conference.

- (ii). Click on “*View the current registrations*” to display the current persons of your company who were registered for the Conference. Note that you can cancel (delete) registrations for which participation fee hasn’t been paid yet. In that case the amount due will be amended automatically. In the case you wish to cancel a paid registration you must contact by email the Department of Merchant Shipping in order to get a refund.
- (iii). Click on “*Pay Outstanding Balance*” to pay the registration fee.

A8. Registration fees are preferable to be paid through Conference’s website

Alternatively, payments can be made by bank transfer (net of any bank charges both sides) giving the following instructions to your bank:

Payment details: BANK OF CYPRUS for the Department of Merchant Shipping

ACCOUNT NO.: 0339-01-016858-00

IBAN: CY23 0020 0339 0000 0001 0168 5800

SWIFT ADDRESS (BIC CODE) of Bank of Cyprus Public Company Ltd: BCYPCY2N

Please quote: “Maritime Cyprus 2017” Conference and the names of participants.

Note that when a person is registered to the conference, he/she will be able to login to the conference’s website using his/her own credentials (the username/password entered when she/he was registered). He/she can access to general information about the conference (news, presentations and videos etc) as well as information about him/her (Profile, registrations to Maritime Cyprus Conferences etc).

Participation Fee for Group Registrations (from the same company/organisation):

1st participant €600

2nd participant €500

3rd participant €400

Additional Participations: €400 per person.

Above prices are inclusive of VAT.

Participation fee includes: 3 days participation to the conference, invitation to the official opening reception, 3 luncheons, 4 coffee breaks, entrance to the exhibition, conference material including online access to the presentations and videos after the completion of the conference.

B. Registration as an individual

Participants that wish to register individually to the conference must follow the procedure below.

B1. Visit www.maritimecyprus.org .

B2. Press “Register” button on the upper right corner of the page.

B3.If you have attended previous “Maritime Cyprus” Conferences your email address probably exists in our database. During your first login to the webpage, click on “Forgot my password” link and enter your email address. If it exists in our database, an email with a new password will be sent to your email. Use it to login to the website (Go to Step B5).

B4. If no account found with this email or it is the first time that you attend to a “Maritime Cyprus” Conference click on “Get Started” to create a new account.

B5. Follow the steps to complete your registration.

B6. Registration fees is preferable to be paid through conference’s website. Alternatively, payments can be made by bank transfer (net of any bank charges both sides) giving the following instructions to your bank:

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ACCOUNT NO.: 0339-01-016858-00

IBAN: CY23 0020 0339 0000 0001 0168 5800

SWIFT ADDRESS (BIC CODE) of Bank of Cyprus Public Company Ltd: BCYPCY2N

Please quote: “Maritime Cyprus 2017” Conference and the name of participant.

Participation Fee for Individuals: €600 incl. VAT

Participation Fee includes: 3 days participation to the conference, invitation to the official opening reception, 3 luncheons, 4 coffee breaks, entrance to the exhibition, conference material including online access to the presentations and videos after the completion of the conference.

TERMS AND CONDITIONS OF PARTICIPATION AT THE CONFERENCE

1. Only online registrations are accepted.
2. Participation fees are paid in advance.
3. Cancellation must be sent in writing, 10 days prior to the starting date of the Conference NO refund will be given for cancellations after the set date.
4. After the submission of group registrations NO changes in Participant’s company details will be accepted. In case any amendments are required to be made, this will be considered as a new registration and the appropriate fee will apply.