

# ECA2017 – Step-by-step registration procedure

<https://events.artefact-sa.ch/artefact/8/home>

contact: [registration@artefact-sa.ch](mailto:registration@artefact-sa.ch)

1. Click on 'Register' (left-hand side menu). Enter a valid e-mail address where prompted and then click on 'Proceed'

The screenshot shows the registration interface for ECA Fribourg 2017. On the left, a navigation menu includes 'Welcome Page', 'Register', 'Amend', 'Terms and Conditions', and 'Back to Conference Website'. An orange arrow points to the 'Register' button. The main content area is titled 'Registration' and contains the text 'Please enter your email address' and a red asterisk icon. Below this is a text input field with a blue border and a vertical cursor. An orange arrow points to this field. Above the field is a 'Progress' indicator. To the right of the field is a 'Proceed' button, with an orange arrow pointing to it. The top header includes the conference logo and details: 'ECA Fribourg 2017', '2<sup>nd</sup> European Conference on Argumentation: Argumentation and Inference', '20-23 June 2017', and 'University of Fribourg, Switzerland'. The 'eventsforce' logo is in the bottom left corner.

2. Select whether you are a Faculty member or a student and click 'Proceed'.

- Valid proof of PhD student status will be required, under the form of letter from supervisor, copy of university registration, etc.

The screenshot shows the registration interface for ECA Fribourg 2017, specifically the 'Registration Type' step. The left navigation menu is the same as in the previous screenshot, with an orange arrow pointing to 'Register'. The main content area is titled 'Registration Type' and features two radio button options: '1 - Faculty' and '2 - Student'. An orange arrow points to the '1 - Faculty' option. Below the options are 'Back' and 'Proceed' buttons, with an orange arrow pointing to the 'Proceed' button. The top header and 'eventsforce' logo are consistent with the previous screenshot.

3. Enter your personal information as required and click 'Proceed'

The screenshot shows the registration form for the ECA Fribourg 2017 conference. The header includes the conference logo and title: "ECA Fribourg 2017", "2nd European Conference on Argumentation: Argumentation and Inference", "20-23 June 2017", and "University of Fribourg, Switzerland". A progress bar is visible at the top right. On the left, there is a navigation menu with options: "Welcome Page", "Register", "Amend", "Terms and Conditions", and "Back to Conference Website". The main form area is titled "Personal information" and contains several fields with red asterisks indicating required information:

- Title: Prof. (dropdown menu)
- First name: Aris
- Last name: Totle
- Institution: Athens Lyceum
- Address line 1: Top of the hill
- Address line 2: (empty)
- Postcode: 1
- City/Town: Athens
- Country: Greece (dropdown menu)
- Phone number: n/a

At the bottom of the form, there are "Back" and "Proceed" buttons. Two orange arrows point to the "Proceed" button, indicating the next step.

4. Select which social events and lunches you plan to attend. Both the welcome reception and the 3 lunches are included in your registration fee. The conference dinner comes at an extra cost of CHF 50.- (approx. US\$ 50.-, EUR 46.-). Click on 'Proceed' to validate your choices and move on to the next step.

The screenshot shows the registration form for the ECA Fribourg 2017 conference, specifically the "Social events and lunches" section. The header and navigation menu are identical to the previous screenshot. The main form area is titled "Social events and lunches" and contains the following sections:

- Welcome reception**: "I will attend the welcome reception on June 20th, 2017." Below this, there is a checkbox labeled "SOC\_1" which is checked, followed by the text "Welcome reception (June 20th, 2017)".
- Lunches (necessary for logistics)**: "I want a lunch voucher for:" Below this, there are three checkboxes labeled "SOC\_2" which are all checked, followed by the text "Lunch (June 21st, 2017)", "Lunch (June 22nd, 2017)", and "Lunch (June 23rd, 2017)".
- Special diet**: A dropdown menu showing "Gluten free".
- Conference dinner**: "I will attend the conference dinner on June 23rd, 2017." Below this, there is a checkbox labeled "SOC\_3" which is checked, followed by the text "Conference dinner (June 23rd, 2017) (CHF50.00)".

At the bottom of the form, there are "Back" and "Proceed" buttons. Two orange arrows point to the "Proceed" button, indicating the next step.

5. Select whether you would like to book accommodation through our platform. The idea is to offer you the possibility of centralising conference registration, accommodation booking and payment on the same platform, so you don't have to worry about managing all that separately.

- Rooms are available for all budgets (high, mid and low budget) and deals have been secured to match the cheapest deal you can find elsewhere online under the same conditions. Note that you can amend your booking at a later stage, but no later than 15 April 2017.
- If you choose not to book accommodation on this platform, then select 'no' and proceed to step 8 below.

The screenshot shows the registration interface for the ECA Fribourg 2017. On the left is a navigation menu with options: Welcome Page, Register, Amend, Terms and Conditions, and Back to Conference Website. The main header displays the event name and dates. The central section is titled 'Hotel accommodation' and includes a progress bar, a 'Please indicate if you want to book a hotel.' instruction, and a radio button selection for 'HOTEL' (No/Yes). Below this is an 'IMPORTANT:' section with three bullet points regarding registration deadlines and room availability. At the bottom are 'Back' and 'Proceed' buttons. Two orange arrows point to the 'HOTEL' radio button and the 'Proceed' button.

6. If you have ticked the hotel accommodation option, now select how many people will be staying in the room and select your travelling dates (arrival and departure). Click 'Proceed' once you're done.

- The range of dates is from 19 to 24 June. The dates of 20, 21, 22 and 23 appear in green/blue because those are the dates of the conference, but you can also select 19 and 24, even if they do not appear as shaded on the form.

The screenshot shows the registration interface for the ECA Fribourg 2017, step 6: 'Select dates'. The navigation menu and header are identical to the previous screenshot. The main section is titled 'Select dates' and contains a dropdown menu for 'How many people in the room?' (set to 1), and two date pickers for 'Arrival' (19/06/2017) and 'Departure' (24/06/2017). The date pickers show a calendar interface with dates from 19 to 24 June. At the bottom are 'Back' and 'Proceed' buttons. Two orange arrows point to the 'Arrival' date picker and the 'Proceed' button.

7. Here you can select the type of accommodation of your choice. Short descriptions are available for each hotel (student accommodation is available by scrolling down), and additional information can be found on our website under [http://ecargument.org/?page\\_id=948](http://ecargument.org/?page_id=948). Once you made your choice, simply click on the 'Book' button next to the accommodation you chose.

- Note that the dates that appear on the form refer to the nights you spend there. So in the example below, the dates for Hotel de la Rose are from 19 to 23, but this effectively means an arrival on the 19th and a departure on the 24th.



euRopean conference on arguMentation  
FRIBOURG 2017

**ECA Fribourg 2017**

2<sup>nd</sup> European Conference on Argumentation: Argumentation and Inference  
20-23 June 2017  
University of Fribourg, Switzerland

Welcome Page

Register

Amend

Terms and Conditions

Back to Conference Website

### Hotel List

Hotels available for 1 person from 19/06/2017 to 24/06/2017

#### Hôtel de la Rose \*\*\*\* (Fribourg)

[More details for this hotel](#)

	19/06	20/06	21/06	22/06	23/06	
Single room	CHF148.52	CHF148.52	CHF148.52	CHF148.52	CHF148.52	<a href="#">Book</a>
Double room	CHF181.02	CHF181.02	CHF181.02	CHF181.02	x	

#### NH Hotel \*\*\*\* (Fribourg)

[More details for this hotel](#)

	19/06	20/06	21/06	22/06	23/06	
Single room	CHF171.29	CHF171.29	CHF171.29	CHF171.29	CHF171.29	<a href="#">Book</a>
Double room	CHF182.12	CHF182.12	CHF182.12	CHF182.12	CHF182.12	<a href="#">Book</a>

#### Hôtel Hacienda\*\*\* (Fribourg)

[More details for this hotel](#)

	19/06	20/06	21/06	22/06	23/06	
Double room	CHF125.77	CHF125.77	CHF125.77	CHF125.77	CHF125.77	<a href="#">Book</a>

#### Hôtel Ibis \*\* (Fribourg)

[More details for this hotel](#)

	19/06	20/06	21/06	22/06	23/06	
Double room	CHF165.86	CHF165.86	CHF165.86	CHF165.86	CHF165.86	<a href="#">Book</a>

#### Studentenwohnung / Student rooms (Fribourg)

[More details for this hotel](#)

	19/06	20/06	21/06	22/06	23/06	
Double room in Fribourg (ECA_NUS_001)	CHF67.44	CHF67.44	CHF67.44	CHF67.44	CHF67.44	<a href="#">Book</a>
Double room in Fribourg (ECA_PLE_002)	CHF67.44	CHF67.44	CHF67.44	CHF67.44	CHF67.44	<a href="#">Book</a>
Double room in Marly (ECA_HQA_003)	CHF67.44	CHF67.44	CHF67.44	CHF67.44	CHF67.44	<a href="#">Book</a>
Double room in Fribourg (ECA_SEP_005)	CHF67.44	CHF67.44	CHF67.44	CHF67.44	CHF67.44	<a href="#">Book</a>

8. On this page you find a summary of your registration. Please check everything and select your payment method (Credit card or invoice, meaning bank transfer). Click on 'Proceed' once you're done.



euROPEAN CONFERENCE ON ARGUMENTATION  
FRIBOURG 2017

## ECA Fribourg 2017

2<sup>nd</sup> European Conference on Argumentation: Argumentation and Inference  
20-23 June 2017  
University of Fribourg, Switzerland

Progress

- Welcome Page
- Register
- Amend
- Terms and Conditions
- Back to Conference Website

### Registration Details

Registration contact's details: Aris Totle Edit

Add Room

Room 1: Hôtel de la Rose \*\*\*\* : Single room Delete Room Edit Room

from 19/06/2017 to 24/06/2017  
for 1 person

[Show Price Breakdown](#)

Description	Quantity	Unit price	Total
Registration: Faculty (early-bird)	1	CHF260.00	CHF260.00
SOC 1: Welcome reception (June 20th, 2017)	1		
SOC 2: Lunch (June 21st, 2017)	1		
SOC 2: Lunch (June 22nd, 2017)	1		
SOC 2: Lunch (June 23rd, 2017)	1		
SOC 3: Conference dinner (June 23rd, 2017)	1	CHF50.00	CHF50.00
VAT (VAT normal)		+8%	+CHF4.00
Hôtel de la Rose ****:Single room for 1 person 19/06/2017	1	CHF148.52	CHF148.52
VAT (Hotelleistungen)		+3.8%	+CHF5.64
Hôtel de la Rose ****:Single room for 1 person 20/06/2017	1	CHF148.52	CHF148.52
VAT (Hotelleistungen)		+3.8%	+CHF5.64
Hôtel de la Rose ****:Single room for 1 person 21/06/2017	1	CHF148.52	CHF148.52
VAT (Hotelleistungen)		+3.8%	+CHF5.64
Hôtel de la Rose ****:Single room for 1 person 22/06/2017	1	CHF148.52	CHF148.52
VAT (Hotelleistungen)		+3.8%	+CHF5.64
Hôtel de la Rose ****:Single room for 1 person 23/06/2017	1	CHF148.52	CHF148.52
VAT (Hotelleistungen)		+3.8%	+CHF5.64
Total (excluding VAT):			CHF1,052.60
		VAT: 3.8% (Hotelleistungen)	CHF28.22
		VAT: 8% (VAT normal)	CHF4.00
		Grand total:	CHF1,084.82
		Outstanding:	CHF1,084.82

Available payment methods

Credit Card  Invoice

Complete registration

9. Please confirm that you have read the terms and conditions, available by clicking on the link. Once you are done, tick the box to indicate that you have read them and then click on 'Complete registration': this will validate your registration and send you a confirmation email.

europaean conference on argumentation  
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Welcome Page  
Register  
Amend  
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**Confirmation**  
Please read the [terms and conditions](#) carefully before submitting your registration.

\* I agree with the terms and conditions

Back Complete registration

### Important:

- All queries regarding registration should be sent to [registration@artefact-sa.ch](mailto:registration@artefact-sa.ch).
- You can amend your registration and modify options once you have registered. Hotel deals will be guaranteed until **15 April 2017**, but not after this date.
- Terms & conditions: [http://www.artefact-sa.ch/docs/clients/eca/eca\\_terms\\_conditions.pdf](http://www.artefact-sa.ch/docs/clients/eca/eca_terms_conditions.pdf)
- All information is also available on the ECA website: [www.ecargument.org](http://www.ecargument.org)

**Looking forward to welcoming you in Fribourg!**

**The ECA2017 Organising Committee**