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

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.
3. Enter your personal information as required and click ‘Proceed’

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.
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.

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.
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. 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.
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.
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.

**Important:**

- All queries regarding registration should be sent to 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*