

How to Register for the ELIA Biennial 2020?

Your institution has successfully purchased an Institutional Package for the ELIA Biennial (Digital) Conference 2020. You are therefore invited to process your individual registration (no additional costs required) and secure your spot for the sessions you would like to attend. Follow the steps below and register for the ELIA Biennial (Digital) Conference 2020.

STEP 1 – Access the Registration Form

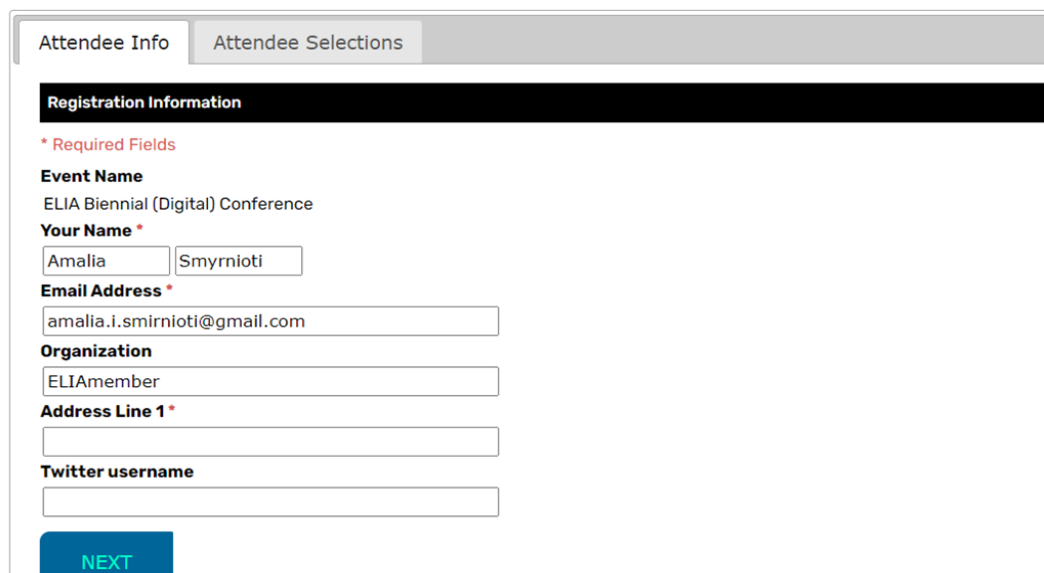
Access the ELIA Biennial 2020 registration form [HERE](#).

STEP 2 – Sign In

Sign in with the username and password that were sent to your email. Please NOTICE: this is a new system! Check your spam folder in case you don't find the login details. If you haven't received the email fill in this [form](#), or [contact us](#).

STEP 3 – Attendee Info

The first page with the attendee info should be auto populated as you have already signed into the system. You will just have to fill the missing information.



The screenshot shows a web form with two tabs: 'Attendee Info' (active) and 'Attendee Selections'. Below the tabs is a black header with the text 'Registration Information'. Underneath, there is a red asterisk followed by the text '* Required Fields'. The form contains the following fields:

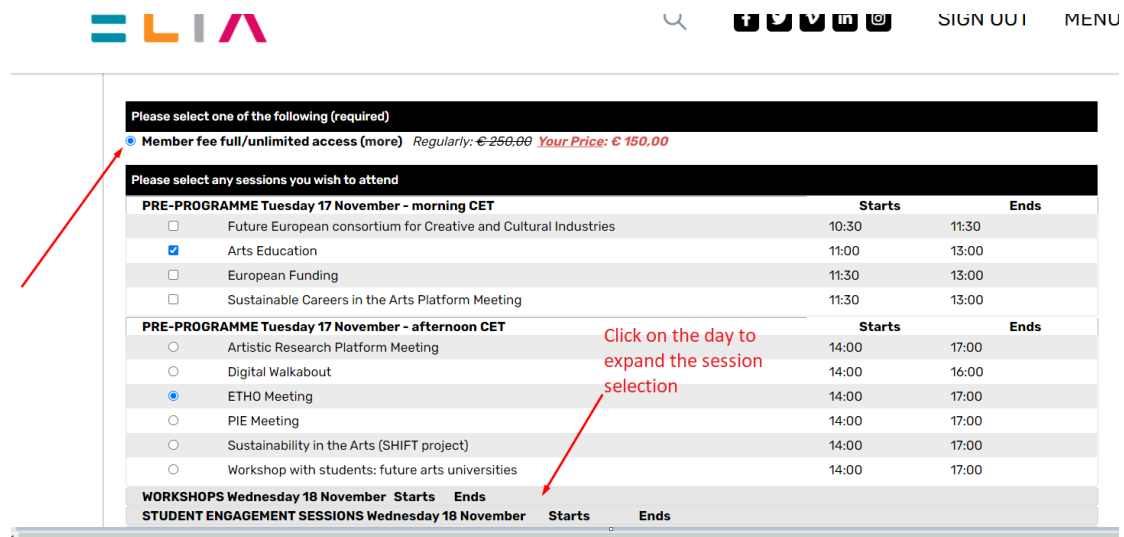
- Event Name**: ELIA Biennial (Digital) Conference
- Your Name ***: Two input boxes containing 'Amalia' and 'Smyrnioti'.
- Email Address ***: One input box containing 'amalia.i.smyrnioti@gmail.com'.
- Organization**: One input box containing 'ELIAmember'.
- Address Line 1 ***: One empty input box.
- Twitter username**: One empty input box.

At the bottom of the form is a blue button with the text 'NEXT'.

Click Next once you have filled in all the required fields and you will move on to the session selection page.

STEP 4 - Attendee Selections

Select the Member fee full/unlimited access ticket (the Institutional Package purchased grants you a promo code with 100% discount at checkout). Select the sessions you would like to attend by clicking on a day and the section will be expanded:



The screenshot shows a registration form with the following sections:

- Please select one of the following (required)**
 - Member fee full/unlimited access (more)** Regularly: €250,00 Your Price: € 150,00
- Please select any sessions you wish to attend**
 - PRE-PROGRAMME Tuesday 17 November - morning CET**

	Starts	Ends
<input type="checkbox"/> Future European consortium for Creative and Cultural Industries	10:30	11:30
<input checked="" type="checkbox"/> Arts Education	11:00	13:00
<input type="checkbox"/> European Funding	11:30	13:00
<input type="checkbox"/> Sustainable Careers in the Arts Platform Meeting	11:30	13:00
 - PRE-PROGRAMME Tuesday 17 November - afternoon CET**

	Starts	Ends
<input type="radio"/> Artistic Research Platform Meeting	14:00	17:00
<input type="radio"/> Digital Walkabout	14:00	16:00
<input checked="" type="radio"/> ETHO Meeting	14:00	17:00
<input type="radio"/> PIE Meeting	14:00	17:00
<input type="radio"/> Sustainability in the Arts (SHIFT project)	14:00	17:00
<input type="radio"/> Workshop with students: future arts universities	14:00	17:00
 - WORKSHOPS Wednesday 18 November**

Starts	Ends
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 - STUDENT ENGAGEMENT SESSIONS Wednesday 18 November**

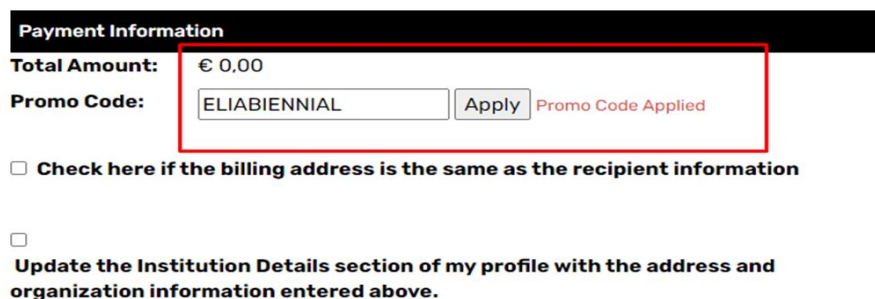
Starts	Ends
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Red arrows point to the 'Member fee full/unlimited access' option and the 'ETHO Meeting' row. A red text annotation says: "Click on the day to expand the session selection".

Once you have selected the sessions and the ticket, click the Save and Finalize Registration button to proceed to checkout.

STEP 5 - Checkout

The fields will be auto populated as you have already signed in. Fill in the promo code ELIABIENNIAL to receive a 100% discount, under the Payment Information section. Once you apply the code the Total Amount will become 0,00:



The screenshot shows the 'Payment Information' section with the following details:

- Total Amount:** € 0,00
- Promo Code:** ELIABIENNIAL (with an 'Apply' button and 'Promo Code Applied' text)
- Check here if the billing address is the same as the recipient information
- Update the Institution Details section of my profile with the address and organization information entered above.

Accept the Terms of Use and click on the Proceed to Confirmation to finalize your registration.