

1. Using the Internet system of conference service requires prior registration in the system. Without it you can **only** download information about the conference (invitation, conference brochure), and receive the contact data of the conference organizer .
2. In order to register in the system, choose option **Log in** and then **Registration**.
3. Your registration in the system is tantamount to your declaration of participation in the conference. The whole registration procedure consists of the following steps:
 - Establishing **Login** and **Password** , by means of which you will be able to use the system and search your own data. **Login** can be constituted of any word, easy to remember for a registering person (e.g. surname, forename, etc.). **Password**, established by the registering person, is made of any sequence of max. 12 characters (letters, digits). In the case you have forgotten your password, you can receive a password reminder via e-mail by choosing option **Log in** and next, **Send password reminder**. You must then give your **Login** and your e-mail address, which you entered while registering;
 - giving all personal data of the conference participant by completing a registration form. **Notice:** You must fill in all spaces in the application form! **You should pay special attention to the invoice data so these would be correct.** Invoices will be issued and sent after the reception of the conference fee is noted;
 - choosing the accommodation and type of participation options. In case of choosing a double-bed you can give the first name and the surname of the second person to be accommodated (see: application form, not compulsory field). In case of participation in the conference accompanied with presentation of a paper, you are required to give the title of your paper, as well as names of its possible co-authors.
4. On registration successfully, a completed a document confirming your participation in the conference will be generated. This document can be printed at any time by choosing option **Participant status**.
5. Any subsequent using of the system requires only your logging in by entering your **Login** and **Password** established during registration.
6. By choosing option **Participant status** you will find all information concerning your declaration of participating in the conference. Within this option you can also change the title of the previously declared title of your paper (if this had not been done during registration), as well as change the type of your paper (e.g. instead of exclusively written by one author into co-authored).
7. By choosing option **Personal data** you can find addresses and invoice data, previously entered during registration.
8. By choosing option **Paper format** you can download an “MS Word” program document which is the template for preparing a paper.
9. By choosing option **Send paper** you can send the content of your paper. The system accepts only files in “MS Word” format. All the paper content, including all tables and figures, should be packed in one file. It is possible to change the content of the paper and send it in a new file within the established deadline. Such be the case, the former file will be automatically deleted and the information of this procedure will be notified within option **Send paper**.
10. Each time you wish to finish using the system you must log out by choosing option **Log out**.