



ETFA 2024 - IEEE International Conference on Emerging Technologies and Factory Automation
10th-13th September 2024, Padova, Italy

ETFA 2024 REGISTRATION INSTRUCTIONS AND TERMS

DEADLINES

Early: until Sunday July 28, 2024 (23:59 CEST)

Late: from July 29, 2024 (00:00 CEST) to FRIDAY August 30, 2024 (23:59 CEST)

Registration link will be disconnected on August 31, 2024 at 00:00 (CEST).

After this date, only on-site registrations will be possible if places are still available.

Please note that full conference kit and Gala Dinner cannot be guaranteed for on-site registrations.

REGISTRATION CATEGORIES

Please note that you may register for:

- Conference (and Workshops/Industrial Forum)
- Workshops only
- Industrial Forum only

WiFi CONNECTION

WiFi is provided by Eduroam. In case you are not an Eduroam user, please let us know in the registration form and we will provide you with a personal WiFi account.

SOCIAL EVENTS PARTICIPATION

Help us not to waste any food or other planet's resources!

Organizers will book connectivity your Welcome Cocktail and Gala Dinner only if you flag these items on the registration form.

You may change your selected option by re-entering your registration status until Friday 16 August, 2024.

HOW TO REGISTER

1. Create your account.
2. If you already have one, simply log in and register.
3. If you have forgotten your password, you can reset it by clicking on "FORGOT PASSWORD?"
4. Select your Registration Category (Conference, Workshop, Industry Forum).
5. Once you have completed your registration, you will receive an automatic registration confirmation with a summary of the options you have selected.
6. If you do not receive this e-mail, either your e-mail address has been entered incorrectly or the registration process has not been completed.

Please note that registration options not linked to a payment (such as your selection to confirm your social program attendance, included in the registration fee) may be edited until Friday, August 16, 2024.

Additional tickets for the Welcome Cocktail and the Gala Dinner may be booked and purchased during registration or by re-entering your account until Friday, August 16, 2024. Simply log into your account to do so.

By accessing your account anytime you will be able to check:

- your registration status
- your purchased additional items, if any
- any changes you have made (for example, your confirmation of attendance for the social events)

The automatic system will send an email only if you purchased additional items.

PAYMENT

Conference fees must be paid in euros (€) and can be settled via credit card (Visa, Mastercard, American Express) or bank transfer to Sistema Congressi. The online payment system, Xpay, provided by Nexi, ensures the security of your transactions.

If you choose bank transfer, please complete the registration form first. Bank transfer details and instructions will be provided in the registration confirmation email.

Please note that attendance to ETFA 2024 cannot be guaranteed until full payment has been received.

Registrations with outstanding or delayed payments will be automatically cancelled without prior notice.

On-site registration fees can only be settled by credit card.

INVOICE

The invoice will be issued and emailed in PDF format in due time. Please note that possible delays may occur due to holiday periods or overlapping deadlines. Please ensure that all invoice information is correct and complete. The attendee's name will always be included in the invoice description.

Consistency in billing data is mandatory!

1. If you select "billing to MYSELF as a private person" it means that YOU'll pay and the invoice will be in YOUR name. Please fill out all the mandatory fields with YOUR personal details.
2. If you select "billing to a COMPANY/UNIVERSITY/INSTITUTION" it means that THEY will pay. Please fill out all the mandatory fields with the billing details of your Company/University/Institution, including invoice recipient.

It is mandatory to provide a Taxpayer Identification Number (TIN, VAT, Fiscal Code...). Please make sure to type the right one!

Failing to provide for the right billing invoice details will result in wrong invoices.

Reissuing wrong invoices is subject to a penalty fee.

For employees of Italian Public Institution only - Solo per dipendenti della Pubblica Amministrazione

Nel caso in cui il partecipante richieda l'intestazione della fattura alla propria Pubblica Amministrazione è necessario seguire la seguente procedura:

- FARE L'ISCRIZIONE ON-LINE

- NELLA SEZIONE DEDICATA ALLA COMPILAZIONE DEI DATI PER LA FATTURA, SCEGLIERE "ITALIAN PUBLIC INSTITUTION" ED INSERIRE IL CODICE UNIVOCO UFFICIO

- INVIARE A registration@sistemacongressi.com un "Buono d'ordine" o un'email contenente tutte le informazioni che la stessa Pubblica Amministrazione ritenga necessarie per l'emissione della fattura elettronica, sia in regime di split payment che di esenzione dell'IVA.

CANCELLATION POLICY

Cancellation must always be confirmed in writing: please email registration@sistemacongressi.com and ensure to include all your bank information.

Refunds of fees, less €50 for an administrative charge, will be issued for cancellations received before FRIDAY August 16, 2024 (23:59 CEST).

After this date, no refunds will be possible. Refunds will be processed after the Conference.

No refund will be possible in the case of a no-show.

USAGE OF PHOTOGRAPHIC/AUDIO/VIDEO MATERIAL TAKEN AT THE CONFERENCE

By attending ETFA 2024, you acknowledge and agree as follows:

1. to be photographed, filmed or recorded
2. that the organization of ETFA 2024, may use this material on its website or in electronic and print publications and on social media
3. due to the prevalence of mobile recording devices in today's world, ETFA 2024, Organizing Committee disclaims all liability for the capture of image in any multimedia format by other attendees at the event.

NEED ASSISTANCE?

If you need assistance or information about registration procedures, payments and invoices, please contact registration@sistemacongressi.com.

Answers can be delayed due to some overlapping deadlines or during holiday periods.