PORGMUN REGISTRATION GUIDE

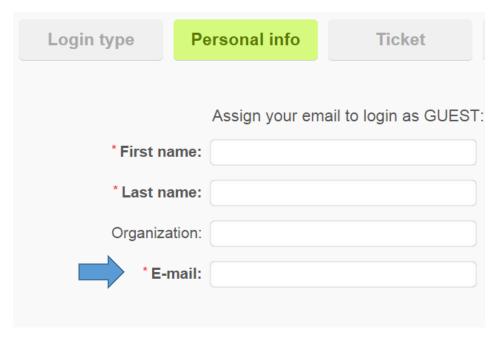
Step 1:

If you click the registration link on our website, it will direct you to the TakePlace registration system. For the purpose of registering to PORGMUN, please choose "One time access".

PORG Model United Nations					
Show event description Registration to this ever	n it is provided by Takeplace	э.			
Login type	Personal info	Ticket	Questionnaire	Recapitulation	
	Help	(Help	Help	
Login For users with existing Ta profile	akeplace Allows	te a profile to access your event histo ier benefits		Te access It want to create a profile d access	

Step 2:

You will be asked to enter your name and an e-mail address. The e-mail address will be used for confirming your registration and entering the system once you have registered.



Step 3:

In the next step, you will be choosing the number of participants, represented countries, and the offered services. First, please choose the countries you wish to represent in the seating grid. Each line corresponds to a single country and each column corresponds to a committee. The number of chosen seats should correspond to the number of your delegates. Choosing a seat will automatically add one Participant's Fee into the total cost at the bottom of the page. **Please, if possible, choose your delegates to all represent the same country.** We reserve the right to make modifications to your chosen countries, but we will always contact you beforehand. For supervisors, please add a seat in the "Supervisors" part of the seating grid. To receive a 100 % discount for one supervisor per delegation, please enter "SUPERVISOR" (all caps) into the discount code and click Apply.

Disco	unt code SUPERVISOR		Cancel	Number of seats/maximum 3/20 € − 21.00
Disco				
Selec	t your seat(s)			
	1 2 3 4 5 6 7 8 9			
А	France	A		
В	People's Republic of China	В		
С	Russian Federation	С		
D	United Kingdom	D		
E	United States of America	E		
F	Belarus	F		

In the lower half of the page, choose the required services and enter the number of persons that will use this service. The total price will be displayed at the bottom of the page that includes all of the Participant's Fees plus chosen services.

V	Accomodation for 3 nights (1 person) Attention! The capacity is limited to 120. Accomodation at **** Exe Iris Hotel from Thursday night to Sunday for Show details	€ 45.00
	3	Quantity x 3/20
₿	Accomodation for 4 nights (1 person) Attention! The capacity is limited to 120. Accomodation at **** Exe Iris Hotel from Wednesday night to Sunday for <u>Show details</u>	€ 60.00
V	Breakfast for 3 days Breakfast at the hotel.	€ 15.00
	3 💌	Quantity x 3/20
	Breakfast for 4 days Breakfast at the hotel.	€ 20.00
	PORGMUN T-shirt PORGMUN original design t-shirt. Available in adult sizes S, M, L, XL, <u>Show details</u>	€ 8.00
V	Ticket for public transport Special priced conference ticket for 4 days for Prague Integrated Show details	€ 8.00
	3 🔻	Quantity x 3/20
	Single room accomodation for 3 nights Single room accomodation at **** Exe Iris Hotel from Thursday night to Show details	€ 99.00
	Single room accomodation for 4 nights Single room accomodation at **** Exe Iris Hotel from Wednesday night <u>Show details</u>	€ 132.00
Pri	cing: before 01.02.2015 € 21.00, before 01.03.2015 € 26.00	€ 246.00

Step 4:

In step four, you will be required to answer several question relating to your participation in the conference. Questions marked with * are mandatory.

Organizer questions	
* What is the name of: your school?	
* What is the address: of your school?	
* What is your: delegation's supervisor's name and what is their relation to your school?	

Step 5:

This step is only a recapitulation of your registration. Please check that all the information is true and click the Register button at the bottom of the page. You will receive an automated confirmation e-mail within 30 minutes of registering. Our registration manager will also contact you shortly to answer any of your potential questions and to make sure you are happy with your registration. We advise you to pay for your registration only after receiving an e-mail from the manager. The registration should be paid in a 14-day period after registering.

Summa	ary	
	You are registred as GUEST.	
	Delegate	€ 21.00
	Discount	€ 21.00
	Quantity	3
		€ 42.00

Thank you for your interest in PORGMUN!

