

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 event is provided by Takeplace.



A registration flow diagram with five steps: Login type, Personal info, Ticket, Questionnaire, and Recapitulation. Below these steps are three options: Login (blue), Create a profile (green), and One time access (yellow). A blue arrow points to the 'One time access' option. Each step has a 'Help' button below it.

Login type	Personal info	Ticket	Questionnaire	Recapitulation
Login For users with existing Takeplace profile	Create a profile Allows to access your event history and other benefits	One time access If you do not want to create a profile for repeated 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.

A registration form with three tabs: Login type, Personal info, and Ticket. The 'Personal info' tab is active. The form contains the following fields:

- Assign your email to login as GUEST:
- * First name:
- * Last name:
- Organization:
- * E-mail: (indicated by a blue arrow)

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.

Discount code [Cancel](#) Number of seats/maximum 3/20
€ - 21.00

Select your seat(s)

	1	2	3	4	5	6	7	8	9	
A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	People's Republic of China	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B
C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Russian Federation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C
D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D
E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United States of America	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E
F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Belarus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

<input checked="" type="checkbox"/> Accommodation for 3 nights (1 person) <small>Attention! The capacity is limited to 120. Accommodation at **** Exe Iris Hotel from Thursday night to Sunday for ...</small> Show details	€ 45.00
<input type="text" value="3"/>	Quantity x 3/20
<input type="checkbox"/> Accommodation for 4 nights (1 person) <small>Attention! The capacity is limited to 120. Accommodation at **** Exe Iris Hotel from Wednesday night to Sunday for ...</small> Show details	€ 60.00
<input checked="" type="checkbox"/> Breakfast for 3 days Breakfast at the hotel.	€ 15.00
<input type="text" value="3"/>	Quantity x 3/20
<input type="checkbox"/> Breakfast for 4 days Breakfast at the hotel.	€ 20.00
<input type="checkbox"/> PORGMUN T-shirt PORGMUN original design t-shirt. Available in adult sizes S, M, L, XL, ... Show details	€ 8.00
<input checked="" type="checkbox"/> Ticket for public transport Special priced conference ticket for 4 days for Prague Integrated ... Show details	€ 8.00
<input type="text" value="3"/>	Quantity x 3/20
<input type="checkbox"/> Single room accommodation for 3 nights Single room accommodation at **** Exe Iris Hotel from Thursday night to ... Show details	€ 99.00
<input type="checkbox"/> Single room accommodation for 4 nights Single room accommodation at **** Exe Iris Hotel from Wednesday night ... Show details	€ 132.00
€ 246.00	
<small>Pricing: before 01.02.2015 € 21.00, before 01.03.2015 € 26.00</small>	

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.

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

Thank you for your interest in PORGMUN!

