

How to book ECER local arrangements*

To book your ECER local arrangements you need to follow these steps:

- 1) Create an account
Sign up on the platform of our local partner EasyConferences
<http://www.easyconferences.org/ecer2024/register>
- 2) Verify your email
Activate your account by clicking on the activation link sent to your email account.
- 3) Log in
You can now log in on the EasyConferences platform, using your email and password
<http://www.easyconferences.org/ecer2024/register>
- 4) On the right side you will find a snake tree which shows all registration steps (01 to 08).
(Please note: You do not have to fill in information on each page.)
Please use the buttons **next step** or **previous step** at the bottom of each page to move to the item that you wish to book. In some browsers, you can also click on one "step" in the snake tree (01 to 08) and jump directly to the item that you wish to book.
- 5) After you have chosen an item to book, please continue by clicking on "Summary" (step 08) or "**next step**" until you reach Order summary. Then click on "**save my registration**".
- 6) Afterwards you can proceed with the payment.
- 7) You can re-enter the system and amend or add your bookings any time.

How to change your bookings

- 1) The top row allows you to navigate within the EasyConference platform tabs.
- 2) The tab **My home** will list you all booked local arrangements and also shows if you have pending payments.

Click on "change" of the item that you wish to change, make the changes, and then go again to "Summary", where you need to confirm the update of your order.

* What services can be booked?

- Accommodation (page 02 / Accommodation)
- ERC lunches and ECER lunches (page 03 / Conference Extras)
 - Recommended! There are no restaurants or cafeterias nearby University of Cyprus (New Campus) so pre-booking your lunches is essential for a hassle-free experience during the conference. The ERC lunches are free of charge but must be booked. There is a fee for the ECER lunches. Book by 30 July
- Bus service to and from the venue (page 06 / Bus Service to and from the Venue) - book by 30 July
- The Social Event: Conference Dinner (page 03 / Conference Extras)
- Poster printing (page 03 / Conference Extras) - book by 30 July
- Airport transfers (page 04 / Airport Transfers)