INSTRUCTIONS FOR ON-LINE APPLICATION TO EVENT »WFO-Technical Forum and 59. IFC Portorož 2019«

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1. BASIC VIEW
You can choose between four different types of applications (picture 1) here: [https://mlp.drustvolarjev.si/](https://mlp.drustvolarjev.si/)

- APPLICATION FORM FOR REPRESENTATIVES OF WFO AND DELEGATES FROM THE WFO MEMBER STATES
- APPLICATION FORM FOR LECTURERS
- APPLICATION FORM FOR EXHIBITORS AND SPONSORS
- APPLICATION FORM FOR PARTICIPANTS AND ESCORTS/SPOUSES
- APPLICATION FORM FOR STUDENTS AND YOUR RESEARCHERS
- APPLICATION FORM FOR ESCORTS/SPOUSES

![Picture 1: Types of applications](image)

2. HOW TO COMPLETE THE FORM
2.1 APPLICATION FORM FOR LECTURERS
Application form for authors is to be completed in two steps. In the first step you register your lecture, authors and any possible co-authors. In the second step you order tickets for the event. The system will lead you step by step.

2.1.1 STEP 1: Application form for LECTURERS
Entry fields of the application form for the authors are as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors (Name and Surname, academic title)</td>
<td>Enter authors and co-authors of the lecture you wish to present at the event into the field »Authors«.</td>
</tr>
<tr>
<td>Title of the lecture</td>
<td>Title of your lecture at the event.</td>
</tr>
<tr>
<td>Company / Institution</td>
<td>Your Company / Institution.</td>
</tr>
<tr>
<td>Address of the Company / Institution</td>
<td>Address of your Company / Institution.</td>
</tr>
<tr>
<td>Telephone</td>
<td>Your telephone number.</td>
</tr>
<tr>
<td>Fax</td>
<td>Your fax number.</td>
</tr>
</tbody>
</table>
Your e-mail *

Your e-mail address.

Co-authors

Any possible co-authors, who will attend the event, in addition to the author.

Publication in Livarski vestnik

Optional field. Mark appropriately.

Fields marked with a red asterix (*) are obligatory.

After completing the form, click »I'm not a robot« and then »Continue to purchase« and wait for a few seconds for the system to direct you to step 2.

2.1.2 STEP 2: Tickets for the lecturer and participants/escorts

In this step you order participation fee tickets for the event.

You may choose between different types of tickets (picture 2):

- LECTURER (not more than 1 ticket)
- CO-AUTHOR
- ESCORT/SPOUSE

Select the desired number of individual tickets in the form and click »Add to basket«, wait for a few seconds and the system will automatically direct you to the next step »Basket« (see Chapter 3).
2.2 Application form for exhibitors and sponsors

You may choose between:

- SPONSOR-EXHIBITOR
- EXHIBITOR
- PARTICIPANT
- ESCORT/SPOUSE

Select the desired number of individual tickets and click »Add to basket« (Picture 3), wait for a few seconds and the system will automatically direct you to the next step »Basket« (see Chapter 3).

**Picture 3: Application form for exhibitors and sponsors**
2.3 Application form for participants and escorts/spouses

You may choose between:

- PARTICIPANT
- ESCORT/SPouse

Select the desired number of individual tickets and click »Add to basket« (Picture 3), wait for a few seconds and the system will automatically direct you to the next step »Basket« (see Chapter 3).

![Application form for participants and escorts/spouses](image)

*IMPORTANT NOTICE: In the event of cancellation of participation up to 30 days prior to the event, the applicant will cover 20% of the fee, up to 14 days before the event 50% of the registration fee and up to 8 days before the 80%.*

![Application form for participants and escorts/spouses](image)

*Picture 4: Application form for participants and escorts/spouses*
2.4 Application form for escorts/spouses

Select the desired number of individual tickets and click »Add to basket« (Picture 5), wait for a few seconds and the system will automatically direct you to the next step »Basket« (see Chapter 3).

![Application form for escorts/spouses](image)

*Picture 5: Application form for escorts/spouses*
2.5 Application form for students and young researchers

Select the desired number of individual tickets and click »Add to basket« (Picture 5), wait for a few seconds and the system will automatically direct you to the next step »Basket« (see Chapter 3).
2.6 Application form for representatives of the WFO and delegates from the WFO Member States

Select the desired number of individual tickets and click »Add to basket« (Picture 5), wait for a few seconds and the system will automatically direct you to the next step »Basket« (see Chapter 3).
3. CLOSING OF THE ORDER

3.1. Basket

On the subpage »Basket« you can re-edit the desired number of tickets, and in addition, you have the possibility to enter the coupon code to reduce the ticket price (if you are entitled to a coupon code, you have already received it to your e-mail or if you have not received the code, please, contact us at drustvo.livarjev@siol.net).

Picture 6 shows the field to enter the coupon. Enter your code to »Coupon code« and activate it by clicking »Use coupon«.

Picture 6: Coupon code

If you wish to edit the number of tickets, you can do this by changing the quantity in the desired type of tickets. After the relevant change, confirm the correction by clicking »Update basket«. To complete this step, click »Proceed to checkout«. The system will automatically direct you to the last step »Complete purchase«.

Picture 7: Editing numbers and completing the step "Basket"
3.2 Complete purchase

In the last step you have to enter the data to issue a pro-forma invoice for the payment of tickets.

In the information about the payer, select whether you will pay for the tickets as a natural person or they will be paid by the company (Picture 8).

![Billing details](#)

**Picture 8: Selection of type of payer**

Mandatory fields in reference to the type of payer are as follows

<table>
<thead>
<tr>
<th>Natural person</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Company name</td>
</tr>
<tr>
<td>Last name</td>
<td>ID for VAT no.</td>
</tr>
<tr>
<td>Street</td>
<td>Street</td>
</tr>
<tr>
<td>Postal code</td>
<td>Postal code</td>
</tr>
<tr>
<td>City (post office)</td>
<td>City (post office)</td>
</tr>
<tr>
<td>Country</td>
<td>Country</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
</tr>
<tr>
<td>E-mail</td>
<td>E-mail</td>
</tr>
</tbody>
</table>

The entry of names and surnames of participants in »Information about participants« is mandatory (Picture 9).

![Information about participants](#)

**Picture 9: Information on participants**

In this section you can reserve a spot for foundry tour (LTH Castings d.o.o., Ljubljana or Kovic-Livarna d.o.o., Štore). Just apply the desired option for each participant/lecturer/student... (this option is...
disabled for spouses/escorts) who will attend the tour. The price of tour (100 € / person) will be automatically added to “Your order”.

In »Your order« select the method of payment. You can choose only »Direct Bank Transaction« (Picture 10).

Complete the process of purchase / order of tickets by clicking »Place order« (Picture 11).

If you selected »Direct Bank Transaction« you will receive the ordering information and a pro-forma invoice in .pdf to your e-mail address.