

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

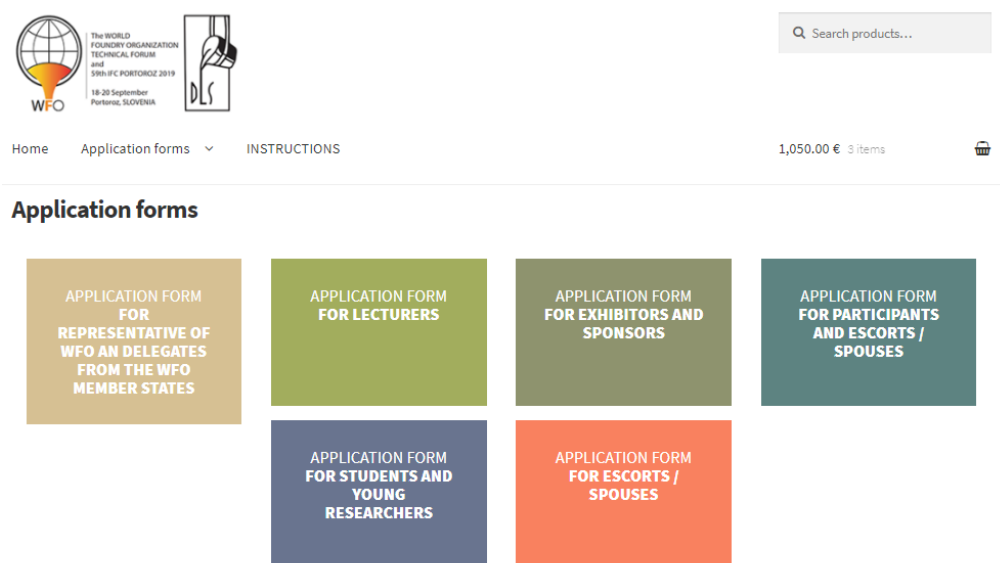
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1. BASIC VIEW

You can choose between four different types of applications (picture 1) here: <https://mlp.drustvo-livarjev.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

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:

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

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

Home > Tickets for lecturers and participants / accompanying persons

Tickets for lecturers and participants / accompanying persons

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%

NAME	QUANTITY	PRICE
LECTURER	<input type="text" value="0"/>	280.00 € 200.00 €
		Before April 30th 2019 After April 30th 2019 Lecturers (1 lecture) 200 € 280 €
<small>WFO member states</small>		
COAUTHOR	<input type="text" value="0"/>	180.00 €
ESCORT/SPOUSE	<input type="text" value="0"/>	130.00 € 100.00 €
		Before June 1st 2019 After June 1st 2019 Accompanying person 100 € 130 €
<small>WFO member states</small>		

Add to cart (0) 0.00 €
→
Add to cart (0) 0.00 €

Picture 2: Tickets for authors and co-authors/escorts

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).

2.3 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

Members of the Foundry Society of Slovenia can use the coupon code for registration of participants which you received by e-mail. The coupon code reduces the price of tickets for participants. If you have not received the code, you can send a request for code to drustvo.livarjev@siol.net and in case you are eligible, we will send it to you. All other benefits and quantitative reductions will be taken into account in following steps.

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%

NAME	QUANTITY	PRICE
PARTICIPANT	<input type="text" value="0"/>	390.00 € 350.00 €
		Before June 1st 2019 After June 1st 2019
Participants from WFO member countries		350 € 390 €
Participants from non-member countries		400 € 480 €
WFO member states		
ESCORT/SPOUSE	<input type="text" value="0"/>	130.00 € 100.00 €
		Before June 1st 2019 After June 1st 2019
Accompanying person		100 € 130 €
WFO member states		

Add to cart (0) 0.00 €

Add to cart (0) 0.00 €

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

Members of the Foundry Society of Slovenia can use the coupon code for registration of participants which you received by e-mail. The coupon code reduces the price of tickets for participants. If you have not received the code, you can send a request for code to drustvo.livarjev@siol.net and in case you are eligible, we will send it to you. All other benefits and quantitative reductions will be taken into account in following steps.

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%

NAME	QUANTITY	PRICE
ESCORT/SPOUSE	0	130.00 € 100.00 €
		Before June 1st 2019 After June 1st 2019
Accompanying person		100 € 130 €
WFO member states		

Add to cart (0) 0.00 €

Add to cart (0) 0.00 €

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).

Application form for students and young researchers

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%

NAME	QUANTITY	PRICE
Students and young researchers	0	100.00 € 80.00 €
	Before April 30th 2019	After April 30th 2019
Students and young researchers from WFO member countries		80 € 100 €
Students and young researchers from non-member countries		120 € 150 €
WFO member states		
ESCORT/SPOUSE	0	130.00 € 100.00 €
	Before June 1st 2019	After June 1st 2019
Accompanying person		100 € 130 €
WFO member states		

Add to cart (0) 0.00 €

Add to cart (0) 0.00 €

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).

Application form for representatives of the WFO and delegates from the WFO Member States

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%

NAME		QUANTITY	PRICE
Current/previous president of WFO		0	280.00 € 250.00 €
	Before June 1st 2019		After June 1st 2019
	Current/previous president of WFO	250 €	280 €
WFO member states			
Secretariat of the WFO		0	280.00 € 250.00 €
	Before June 1st 2019		After June 1st 2019
	Secretariat of the WFO	250 €	280 €
WFO member states			
Official delegates from the WFO Member States (maximum 2 delegates)		0	280.00 € 250.00 €
	Before June 1st 2019		After June 1st 2019
	Official delegates from WFO member association (2 delegates maximum)	250 €	280 €
WFO member states			
Presidents and Secretaries of the WFO Commissions		0	280.00 € 250.00 €
	Before June 1st 2019		After June 1st 2019
	Presidents and Secretaries of the WFO Commissions	250 €	280 €
WFO member states			
ESCORT/SPOUSE		0	130.00 € 100.00 €
	Before June 1st 2019		After June 1st 2019
	Accompanying person	100 €	130 €
WFO member states			

Add to cart (0) 0.00 €

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«.

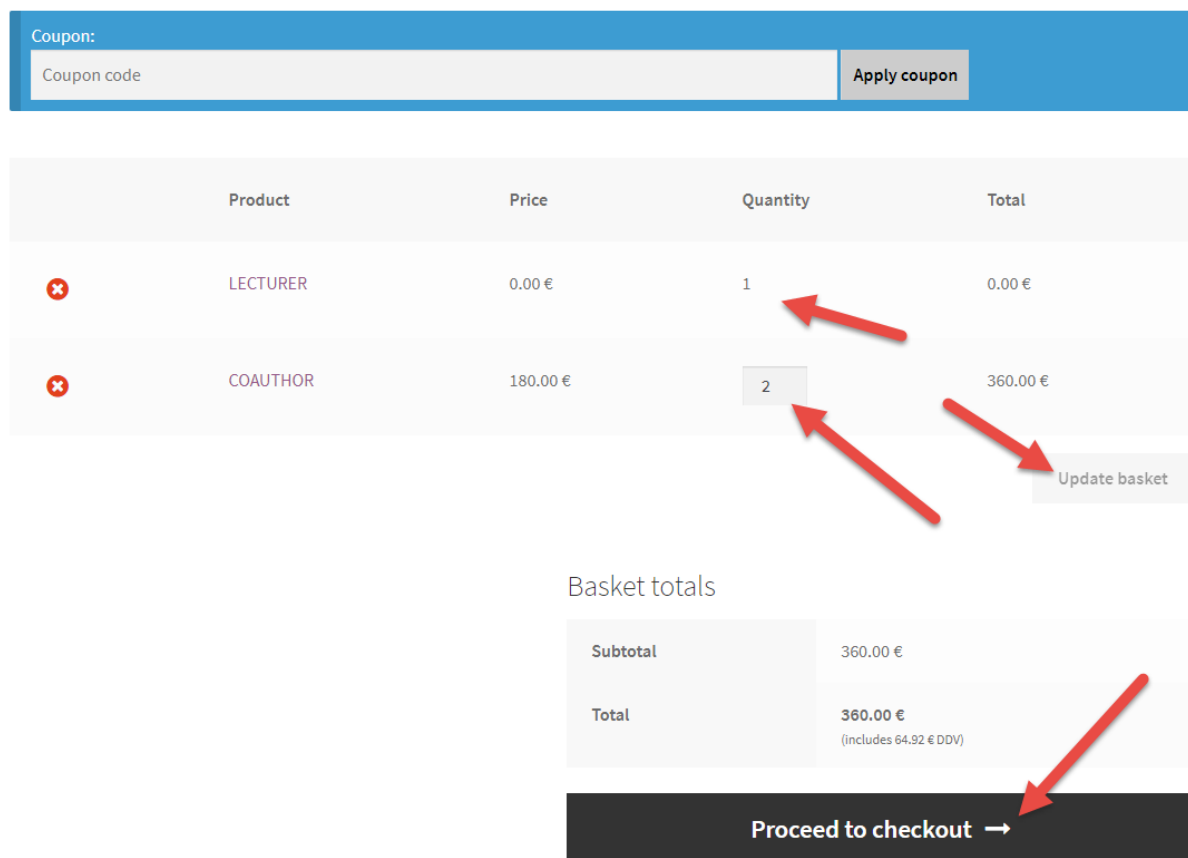
Cart



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«.

Cart



	Product	Price	Quantity	Total
✕	LECTURER	0.00 €	1	0.00 €
✕	COAUTHOR	180.00 €	2	360.00 €

Basket totals

Subtotal	360.00 €
Total	360.00 € (includes 64.92 € DDV)

Proceed to checkout →

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



Natural person Company / Institution

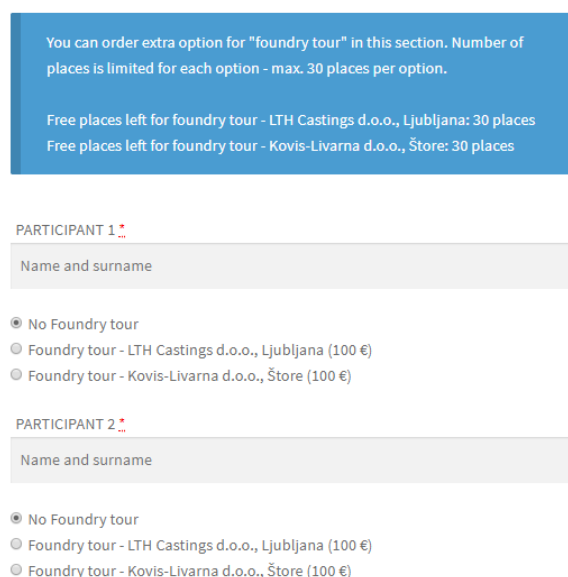
Picture 8: Selection of type of payer

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

Natural person	Company
Name	Company name
Last name	ID for VAT no.
Street	Street
Postal code	Postal code
City (post office)	City (post office)
Country	Country
Telephone	Telephone
E-mail	E-mail

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

Information about participants



You can order extra option for "foundry tour" in this section. Number of places is limited for each option - max. 30 places per option.

Free places left for foundry tour - LTH Castings d.o.o., Ljubljana: 30 places
Free places left for foundry tour - Kovis-Livarna d.o.o., Štore: 30 places

PARTICIPANT 1

Name and surname

No Foundry tour
 Foundry tour - LTH Castings d.o.o., Ljubljana (100 €)
 Foundry tour - Kovis-Livarna d.o.o., Štore (100 €)

PARTICIPANT 2

Name and surname

No Foundry tour
 Foundry tour - LTH Castings d.o.o., Ljubljana (100 €)
 Foundry tour - Kovis-Livarna d.o.o., Štore (100 €)

Picture 9: Information on participants

In this section you can reserve a spot for foundry tour (LTH Castings d.o.o., Ljubljana or Kovis-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).

Billing details

Natural person Company / Institution

First name *
Last name *

Street address *
House number and street name
Apartment, suite, unit, etc. (optional)

Town / City *

Country *
Select a country...

Postcode / ZIP *

Phone * Email address *
dls

Create an account?

Your order

Product	Total
PARTICIPANT × 1	280.00 €
Subtotal	280.00 €
Total	280.00 € (includes 50.49 € DDV)

Direct banking transaction

Make your payment directly into our bank account. Please use your Order ID as the payment reference.

Place order

Picture 10: Your order

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

Country *
Slovenia

Phone * Email address *

Additional information

Order notes
Notes about your order, e.g. special notes for delivery.

Make your payment directly into our bank account. Please use your Order ID as the payment reference.

Credit card

Place order

Picture 11: Complete purchase

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