

On-site registration procedure for events organized by FBK

For registration to FBK organized events, meetings and conferences, the Foundation uses the Eventbrite cloud registration system (www.eventbrite.com).

Registrations are usually open from some months until a few days before the start date of the event. Attendants are also offered the possibility of registering on site, i.e. at the check-in desk, on the start date of the event.

Registration and fees

Different fees based on the sign-up period are provided, in order to encourage early registration. The registration period is usually divided into three phases, with different fees and payment methods:

- **early bird fee** > from several months before the event until approximately 40 days before the event; the rate is less expensive; online payment through credit card or bank transfer only.
- **late bird fee** > from about 40 days prior to the event start date until some days before the event start date; higher fee compared to the early bird fee; online payment through credit card or bank transfer only.
- **on site fee** > on the event start day; the fee is 20-30% higher compared to the late bird fee; online payment by credit card. In special cases, it is possible to pay in cash.

On-site registration

WHEN

Onsite registrations usually start in the morning of the first day of the event and close in the evening of the first day. If requested by the Scientific promoter, in particular cases in which the organization of the works so requires, it is possible to consider extending the on-site registration service to the days following the event start date.

HOW

On-site *paid* registrations are handled by the Digital Communication and Big Events Unit staff who are responsible for the organization of events, or in special cases by other Secretariat staff as ECT* or PSUS secretariat for the events managed by those Centers.

The registration webpage is managed directly by the staff and participants wishing to register on-site must proceed to the check-in desk and carry out the procedure with the assistance of the dedicated staff. This is to keep track of the new registrations and have an up-to-date view of changes in the number of participants.

COSTS

Online registration fees are usually higher than late bird fees by 20-30%, in that registrations processed once the event has started entail further organizational overhead costs for FBK and possibly additional costs in provided supplies.

PAYMENT

Early and late bird registration fees can be paid only by credit card (via Paypal) or through bank transfer.

On-site registration fees instead can be paid by credit card (via Eventbrite and Paypal) or, in special cases, in cash.

Special cases when cash payment is accepted are as follows:

- System malfunction;
- Specific credit card is not accepted by the system (for example, credit cards issued in Countries not compatible with the system in use);
- No alternatives that enable online payment of fees.

In case of registration fee higher than 200 Euros, and especially in the case in which the event does not take place at the FBK Povo venue, where it is possible to promptly forward the collected cash to the Accounts Department, credit card payment only will be accepted in order to avoid possible problems related to the collection of large amounts of cash.

RECEIPT

Once the registration has been finalized, the participant (regardless of the registration type, i.e. early, late, or on-site) will receive an email from the registration system with a receipt indicating the amount paid and 0% VAT rate. The document is not an invoice as the organization of events and conferences is part of the FBK institutional activities and is therefore not subject to VAT.

In the event that a participant required additional or different documentation to make the payment or to be reimbursed by his/her institution of affiliation, the organizational secretaries will request the FBK Accounts Department to issue a document for those purposes (e.g. Debit note).

EXCEPTIONS

In the case of events with particularly complex organization, and with very high number of participants, the Digital Communication Unit and Big Events will consider from time to time - in agreement with the event Scientific Director and the concerned Administrative Services - whether to outsource the collection of registration fees, identifying a suitable supplier to manage this process, and defining operational details and methods in specific agreements.