



ISCHE 47 – HOW TO... REGISTER FOR THE CONFERENCE

Before you begin with your registration

- Please register in good time. You help us if you let us know as early as possible if a submission needs to be withdrawn.
- All participants attending the conference must register via the online conference system, ConfTool (see link below). This includes:
 - Presenting authors
 - Co-authors attending the conference
 - Non-presenting (listening-only) delegates
- If a paper has several presenters, each of them must register individually. This also applies to all presenters of papers in a panel or symposium.
- Early Bird reduced fees: 20 March - 8 May
- Standard fees: 9 May - 15 July
- Registration deadline for presenting authors: 30 May

ISCHE Membership

- **Please note:** If you wish to receive the reduced conference fee for ISCHE members, you must be a registered ISCHE member **before** you start the registration process.
- Your membership status needs to be “active”, meaning that the payment for the membership has been completed successfully. Please check the membership status in your account: <https://www.ische.org/account>
- In the tab subscription you can see the status. If “pending” – please click on “retry payment” to finalise the payment process. Once this has been completed successfully, the status will change automatically to “active”.
- If you have any questions regarding ISCHE membership, please contact the ISCHE Office (jberger@ische.org) BEFORE proceeding with your registration for the conference.

Subscriptions Edit Profile Payments & Invoices Logout	
Subscription Plan	ISCHE Annual Membership Early Career Researcher
Status	Pending
Start Date	March 21, 2025
Expiration Date	January 3, 2026
Actions	Retry payment Abandon

Picture 1: Example for a membership with status on “pending”

Registration step by step in Conftool

1) Log in to your Conftool account:

<https://www.conftool.org/ische47>

2) Click “Register as Participant”

You will be automatically offered the fees for high or low GDP countries.

3) Choose the CORRECT category which applies to you:

Member – if you are ISCHE member. On your invoice, you find the payment ID (xxxx) – you need to introduce this payment ID in Conftool, if you want to get reduced member fees at ISCHE 47

ECR - An Early Career Researchers is defined as someone who is making graduate or postgraduate studies or that has completed their Ph.D. in the past five years.

If you want to register as Early Career Researcher, you will be asked to upload a prove of your current student status/certificate of degree during the registration process for ISCHE 47.

1. Participant Status > 2. Event and Item Selection > 3. Payment Details > 4. Confirm Registration

Participant Status Information

Time Discount Early Bird

* Participant Status / Group

Non-Member/High GDP
 Non-Member ECR/High GDP - needs proof of ECR status
 Member/High GDP - needs proof of membership
 Member/ECR/High GDP - (needs proof of ECR status AND membership)

To register for the conference as a student or recent PhD, please upload a certificate confirming your current status (e.g. confirmation of enrolment, a dissertation certificate not older than 5 years, etc.).

Providing proof of your membership
 As a member of ISCHE you can access your invoice for 2026 in your membership account. This invoice includes your payment ID. You will find it in the letter head of the invoice. Please state this **Payment ID number** in the below form.
 Log in to your ISCHE member account here: <https://www.ische.org/account/>

Payment ID (Invoice Nr of membership Invoice) 9999
 Payment ID to be found in member invoice. Member invoice accessible at www.ische.org/join-ische

To register for the conference as a student or recent PhD, please upload a certificate confirming your current status. (e.g. confirmation of enrolment, a dissertation certificate not older than 5 years, etc.)
 Supported file formats: pdf, jpg, gif. Maximum file size: 10 megabytes

Upload File or Confirmation certificate TEST.pdf

Upload Information Please upload your proof of status here. (Student card, degree certificate)

Personal Conference Profile for this Event

Picture 2: Choosing the conference group (Member, ID 9999 and ECR, file uploaded)

4) Proceed to step 2: Event and Item selection

- Please choose the conference type. Your registration must be according to the selected mode of presentation of your contribution.
- **Choose ISCHE 47 - Athens** (in person and online) if one of the submissions that you are presenting is listed as in-person presentation. The option ISCHE 47 in person includes access to ISCHE Online as well
- **Choose ISCHE 47 – Online** if you are unable to travel to Athens and your submission is planned for online presentation.
- The fee is displayed in accordance with the category you chose before, in this example ECR and ISCHE member, coming from a low GDP country.

1. Participant Status ✓ 2. Event and Item Selection 3. Payment Details 4. Confirm Registration

Participant Status Information

Registration Date: 24th Mar 2026, 02:16:57pm (Early Bird)
 Participant Status / Group: Member/ECR/High GDP - (needs proof of ECR status AND membership)
 Payment ID (Invoice Nr of membership Invoice): 9999
 Submitted File/Confirmation: certificate TEST.pdf

Events/Items

ISCHE 47		Price
<input checked="" type="radio"/>	ISCHE 47 - Athens (in-person and online) 15 - 18 July 2026 This registration option includes both the in-person conference in Athens and the online event (9 - 10 July).	EUR 60.00
<input type="radio"/>	ISCHE 47 - Online (online only) 9 - 10 July 2026 online This registration option includes the online event only.	EUR 50.00

Accessibility

Picture 3: Choosing the conference type: In person or online

5) Proceed to step 3: Payment Details

- Choose if you would like to have the invoice/receipt with the address of your user account or issued to another address
- Choose your payment method
 - Credit Card Payment
 - PayPal
 - Alipay
- Bank transfer is possible only upon request.
 - Please start your registration process and proceed until the last step (including confirm purchase).
 - Choose any of the possible options, in the meantime.
 - Please contact the ISCHE Office (jberger@ische.org) that you would like to pay via bank transfer. **Don't follow the payment link afterwards!**

6) Proceed to step 4: Confirm Registration

- Make sure that everything is correct, tick the box that you accept the registration terms and click on "Confirm Purchase".

	<ul style="list-style-type: none"> • In all other cases, the financial responsibilities of the participants remain fully effective. • The participation fees are owed upon registration and are payable within 7 days following submission of the registration (but not later than 7 days before the starting day of the event). • Participation is not guaranteed until full payment of the registration fee is received. • The conference program may be subject to changes. • With registration you accept that fotos, taken during the event, may be published on the website of the conference organizer. • Payments will be refunded if the conference will be canceled by the organizer. In that case, the organizer will have no further liability to the client. Registrations remain valid if the conference has to be postponed.
<p>* Confirm <input checked="" type="checkbox"/> I have read and understood the above terms of registration and payment and declare acceptance.</p>	
Return to Step 3: Payment Details	Confirm Purchase

Picture 4: Accept the registration term and click on Confirm Purchase

7) Finalise your payment:


Afterwards, you will find the payment link for the chosen payment method in your Conftool account on the overview page.

- Please note that your registration is only complete after the full payment of the registration fee has been received.
- You have access to the invoice via your Conftool account. You can download the PDF in “Invoice and Registratation Confirmation”.
- In order to get the early bird fee, you must start the registration process until 8 May (CET), while you can finalise the payment also at a later date.

Selected payment method: Via PayPal

No payment has been recorded yet. **Registration is not complete until your full payment is received.**

Please transfer the fee via PayPal.






PayPal
Click here to pay

*Please note that Cookies have to be enabled for an autom
If you experience any problems, please contact the confer*

No payment has been recorded yet. **Registration is not complete until your full payment is received.**

Please use the secure online service Stripe to pay by credit card.

stripe **VISA** **Start Payment**

Picture 5 and 6: Payment links on Overview Page in Conftool to finalise the payment

REFUND POLICY

- Please choose your registration rate carefully and in accordance with your selected mode of presentation and membership status. Refunds for registrations (incl. mistaken ones) will be applicable only until 8 June 2026.
- 100% refund (minus a bank processing fee) will be granted to cancellations received prior to 9 May 2026.
- Any cancellations between 9 May and 8 June 2026 will be refunded at 50% (minus bank processing fee).
- No refunds will be available for cancellations received after 8 June 2026.

Please contact us, if you have any questions or need assistance with the registration process: ische47@ische.org