

2018 Session – Guide for National Committee Registration Form

Registrations closing date: 10th August 2018. Registration is not possible after this date, for delegates and companions.

There will be no registrations and no payments at the Palais des Congrès.

NOTE: The last transfer of paid registrations must be made no later than 17th August 2018.

Open the Registration Form with **Adobe Reader** (9.0 or latest version).
Downloading is available on Adobe website <http://www.adobe.com> Click on “Get Adobe Reader” and follow instructions.

Regarding the “National Committee Registration Form”:

1. Text fields (green zones) may be personalised by the National Committee (See. Guide - Sections 1, 4 and 5).

How to personalise?

- a) Open the “National Committee Registration Form” and save it on your PC.
- b) Please use “Selection” tool (“Tools” – “Selection and zoom”)
- c) Enter password (ergic) in the upper left hand box next to “NC Password”
- d) After personalization, “save as” Delegate Form, Invited...

2. Input fields are to be completed by the attendee. *Please make sure the attendee uses “Hand” tool (“Tools” – “Selection and zoom”).*

1 REGISTRATION INFORMATION Section

1.1 Fields available for personalisation by the National Committee

EMAIL field: Indicate the email address to which the attendee should return his/her completed form.

INFORMATION CONTACT field: Indicate your complete contact details (name of the contact in charge of the registrations, phone/fax).

1.2 Rule for application of member rate

The member rate is applicable only if the participant has been a member for two consecutive years, namely 2016 and 2017 **or** 2017 and 2018.

Reminder: It is no longer possible to pay for the 2016 and/or 2017 membership fees.

For the collective members I, **six** attendees can benefit from the member rate; for the collective members II, **three** attendees may benefit. Beyond these quotas, the non-member rate will apply.

1.3 Invited students registration

Every National Committee may invite two students.

Invited students can register using the National Committee Registration Form.

Please note that an accompanying person of an invited student must pay for his/her registration fees.

2. ATTENDEE Section

All fields are to be completed by the attendee. Fields marked (*) are compulsory.

For mailing imperatives, the following fields are limited to 40 characters maximum (including spaces): the total of fields FAMILY NAME and FIRST NAME, NAME FOR BADGE, DEPARTMENT, COMPANY, ADDRESS and CITY / POST CODE / STATE fields.

VISA request: In order to obtain a visa, an invitation letter may be required by the attendee and/or companion. The request must be made through the National Committee to the CIGRE Central Office: Ms. Sandrine Vasseur – **Email: paris-session-visa@cigre.org (available for Session visa enquiries only)**

2.1 Field to be completed by the attendee

CIGRE MEMBER box: If the attendee is a member of CIGRE, he/she must tick the box MEMBER CIGRE then enter his/her member number (compulsory).

2.2 Fields to be verified by the National Committee

Membership NUMBER field: This field is automatically controlled for length only (9 characters). Therefore, please check the validity of the CIGRE member number and that membership fees are up to date, and make corrections, if necessary.

ADDRESS field: The PO Box addresses must be completed with the number and street name.

CITY / POSTAL CODE / STATE field: Check that this field is completed according to local practice in your country to avoid delays in delivery.

TELEPHONE and FAX fields: Check that country, region and town prefixes are included.

EMAIL field: Check that **email address is valid**.

3. SERVICES Section

The **Session Papers** will be made available on the CIGRE website www.cigre.org for all duly registered delegates as from mid-June 2018, using the Delegate's login and password.

The login is the email address given when registering.

The password is the official registration number which will be received by email once payment is made.

Companion rule: One companion per attendee

If the attendee is accompanied, he/she must tick the COMPANION box then enter FAMILY NAME and FIRST NAME of companion (compulsory).

The total of fields FAMILY NAME and FIRST NAME of companion is limited to 40 characters maximum (including spaces).

4. FEES Section

The MEMBER, NON MEMBER and COMPANION rate boxes are **automatically** selected based on data given in CIGRE MEMBER, NUMBER, and COMPANION fields.

4.1 Fields available for personalisation by the National Committee

The text fields related to the currency (EUROS) and the MEMBER, NON MEMBER and COMPANION tariffs can be personalised according to your needs.

You can indicate your currency as well as the rates (without the currency symbol). CIGRE Central Office does not take into account your tariffs.

Regarding invited students, it is possible for you to set the rate to 0.

4.2 Fields to be selected by the attendee

The attendee chooses the correct fee in function of the date of registration.

4.3 Fields to be checked by the National Committee

There is **no verification** between fee 1, fee 2, fee 3 and date of registration. It is up to the National Committee to verify (and correct if necessary) the fee chosen by the attendee in function of the date of registration (**date of email sent** to National Committee).

5. CIGRE COMPLIANCE RULES Section

NEW: CIGRE has adopted Compliance Rules that delegates are to approve and observe during the 2018 Session, by ticking the box (mandatory to validate the registration form).

CIGRE' Compliance Rules are available for reference on the footer of the CIGRE website's homepage at www.cigre.org

6. PAYMENT Section

The various METHODS OF PAYMENT can be personalised according to your own terms of payment. The INVOICING address may be personalised, if necessary (every field is limited to 40 characters maximum, including spaces).

1. The CIGRE Central Office charges the National committee

You must indicate your complete invoicing address and your VAT number, if applicable.

2. The CIGRE Central Office charges the attendee

It is up to the attendee to indicate his/her invoicing address (if different from that indicated in the ATTENDEE Section) as well as the VAT number of his/her company, if applicable.

7. TUTORIALS Section

The tutorials organised by the Study Committees are designed to present the Study Committees' work published in the latest Technical Brochures.

At the 2018 Session, delegates will be able to choose from 16 tutorials which will be held between Monday 27 and Thursday 30 August. However they will not be able to participate in more than 4 tutorials.

NEW – Pre-registration, included in the fee, is mandatory. The dedicated website for tutorials' registration will be made available mid-February.

If the delegate wants to attend the tutorials, he/she should **contact the National Committee** which will provide him/her with the dedicated link for tutorials' registration.

Note: Registration for the tutorials will be possible only after receipt of your registration form and corresponding payment.

For any enquiries related to the tutorials' registration, please contact CIGRE Central Office at: paris-session-tutorials@cigre.org (available for Session tutorials enquiries only).

8. VALIDATION Section

The compulsory fields DATE and NAME must be completed by the attendee.

Check and Validate button

The attendee checks and validates his/her completed form before saving and sending by email to the National Committee. A verification system is automatically generated to check that the compulsory fields are completed by the attendee.

If the fields are not completed they will be highlighted with a red border. The attendee must correct this information before sending the completed and validated form.