

## IPCE 2026 Step-by-Step Registration Instructions

To ensure that your registration is completed correctly, please carefully follow the steps outlined below.

### Step 1 – Visit the Official Registration Platform

Access the official IPCE 2026 registration platform at:

[www.ipce2026.promoest.com](http://www.ipce2026.promoest.com)

### Step 2 – Access the Registration Area

- If you are **already registered**, please log in using your **registration email address and password**.
- If you are **not yet registered**, you will need to complete a new registration.

During the registration process, you will be asked to provide various details. Please ensure that:

- All **mandatory fields (\*)** are completed,
- **Invoice information** is filled in correctly,
- You **accept the Privacy Policy** before saving your data.

Please enter accurate personal and professional information.

**Make sure your email address is correct**, as all confirmations and updates will be sent to this address.

Once logged in, you will have access to the main menu, which includes the following sections:

- Your Data
- Fees
- Invoice
- Check Your Order and Proceed to Payment
- Logout

### Step 3 – Choose the Appropriate Registration Category

Go to the **Fees** section and select the registration category that best matches your profile.

**Available categories include:**

- **Members:** SICC & IFSCC Members, Lecturers' co-authors, Sponsor delegate persons
- **Non-Members**
- **Special Rates** (*certificate may be required*): Academic participants, SICC Board Members, Sponsor additional persons, Students

- **Complimentary Fee:** available only for Keynote Speakers, Invited Speakers, Invited Guests, Organizing Committee Members, Sponsors, Benefactors

*Please note:* the registration fee will be complimentary **only after entering the discount code** received by email (if eligible) during the checkout process. Please make sure to select the correct category, as fees and access rights may vary.

## Step 4 – Extra Activities and Hotel Accommodation

Under the **Fees** section, you will find optional extra activities, including:

- Gala Event
- The Marble Experience
- Farewell Dinner

You will also find **hotel accommodation options**, such as:

- 3-night Accommodation Package
- Extra Nights
- Accompanying Person

Please select the events you would like to attend and any additional services you may require.

## Step 5 – Proceed with Payment

Once all sections are completed, proceed to the **payment area**.

Follow the instructions to complete your payment using one of the available methods:

- **Credit card**
- **Bank transfer**

After a few days, your invoice will be available for download in the **Invoice** section.

## Step 6 – Receive Confirmation

After successful payment, you will receive a **confirmation email** summarizing your registration details.

Please keep this email for your records.

## Need Assistance?

For further information or assistance, please contact: [ipce2026@promoest.com](mailto:ipce2026@promoest.com)