

SAC 2019, LIMASSOL Registration Guidelines

Registration for the upcoming SAC 2019 conference will take place online
at <http://www.easyconferences.org> website

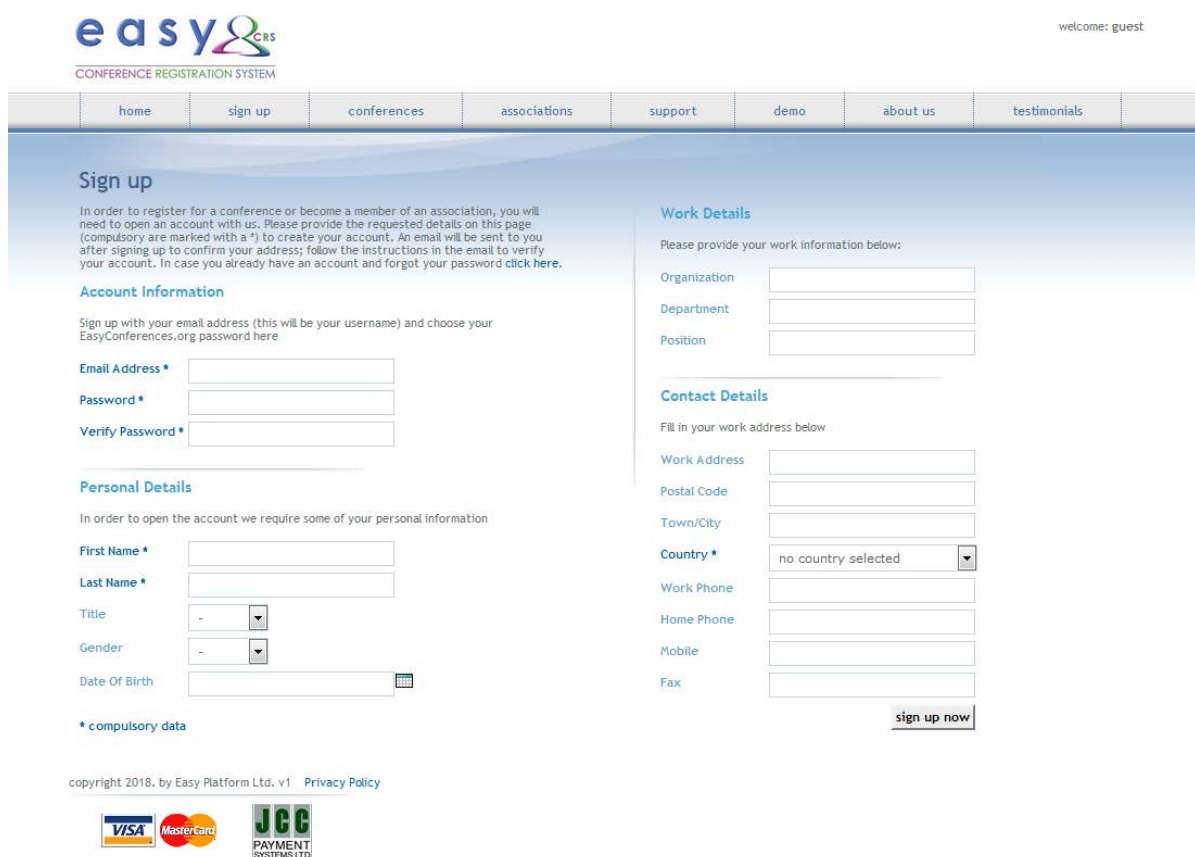
Step 1: User account

In case you already have an account with EasyConferences, please use your email address as a username and the password you provided during the creation of your account to login at the following web address:

<https://www.easyconferences.org/sac2019/register>

If you are a new user, please sign up for a new account at

<https://www.easyconferences.org/signup>



The screenshot shows the 'Sign up' page of the EasyConferences system. At the top, the logo 'easy GRS' is displayed with the tagline 'CONFERENCE REGISTRATION SYSTEM'. A navigation bar includes links for home, sign up, conferences, associations, support, demo, about us, and testimonials. The user is logged in as 'guest'.

The main content area is titled 'Sign up' and includes a brief instruction: 'In order to register for a conference or become a member of an association, you will need to open an account with us. Please provide the requested details on this page (compulsory are marked with a *) to create your account. An email will be sent to you after signing up to confirm your address; follow the instructions in the email to verify your account. In case you already have an account and forgot your password click here.'

The form is divided into three main sections:

- Account Information:** Includes fields for 'Email Address *', 'Password *', and 'Verify Password *'. A note states: 'Sign up with your email address (this will be your username) and choose your EasyConferences.org password here'.
- Personal Details:** Includes fields for 'First Name *', 'Last Name *', 'Title' (dropdown), 'Gender' (dropdown), and 'Date Of Birth' (calendar icon). A note states: 'In order to open the account we require some of your personal information'.
- Work Details:** Includes fields for 'Organization', 'Department', and 'Position'. A note states: 'Please provide your work information below:'.

Below the 'Work Details' section is the 'Contact Details' section, which includes a note: 'Fill in your work address below'. It contains fields for 'Work Address', 'Postal Code', 'Town/City', 'Country *' (dropdown menu showing 'no country selected'), 'Work Phone', 'Home Phone', 'Mobile', and 'Fax'. A 'sign up now' button is located at the bottom right of the form.

At the bottom of the page, there is a copyright notice: 'copyright 2018. by Easy Platform Ltd. v1 Privacy Policy'. Below this are logos for 'VISA', 'MasterCard', and 'JCC PAYMENT SYSTEMS LTD'.

Fig 1.1. EasyConferences Sign up page

Step 2: Account activation (only for new accounts)

After the creation of a new account you will be required to verify your email address by clicking on the activation link sent to your registered email address.

Upon activation of your account please login to the EasyConferences website.



Fig 2.1 Account activation email

Step 3: Dashboard

Once you log in into the registration website, please click on the **CONFERENCES** menu item on the top of the page or on the **CONFERNECES** link under My Conferences list.

Find **SAC 2019** conference in the list and click on the **REGISTER** link on the right side to start the registration process.

The screenshot shows the 'easy CRS' logo and 'CONFERENCE REGISTRATION SYSTEM' text. The user is logged in as 'SAC 19 User' with a 'logout' link. The navigation bar includes 'my home', 'my account', 'conferences', 'associations', 'support', and 'about us'. The 'Our Conferences' section displays a table of upcoming conferences. The 'SAC 2019' row is highlighted, and a red arrow points to the 'register' link in the 'Register' column. To the right, an 'Email Help' section provides contact information for account access issues. The footer includes copyright information and logos for Visa, MasterCard, and JCC Payment Systems Ltd.

Name	Conference Dates	Description	Register
EPH Meetings 2019	14-16 Nov 2019	The European Federation of Psychologists' Associations Meetings 2019	register
ICPM Convent 2019	28 Nov - 1 Dec, 2019	ICP International Conference 2019	register
CloudCCM 2019	10-12 Dec 2019	The 10th-12th International Conference on Cloud Computing Technology and Science	register
ERTS 2019	20 Dec - 1 Feb, 2019	The 20th Annual European Conference	register
SAC 2019	8-12 Apr 2019	The 34th ACM/SIGAPP Symposium on Applied Computing	register
EC 2019	6-8 May 2019	European Conference on Artificial Intelligence	register
EAA 2019	24-27 May 2019	45th Annual Congress of the European Accounting Association	register
EMM 2019	6-7 Jun 2019	2019 Annual Conference of the European Health Management Association (EMM)	register
AI 2019	12-14 Nov 2019	The 2019 European Conference on Artificial Intelligence	contact us
AEU Europe 2019	8-10 Nov 2019	The 10th annual meeting of the Association for Educational Research - Europe	contact us
HEA 2019	20 Dec - 12 Nov, 2019	10th International Symposium on Converging Applications of Formal Methods, Verification and Validation	contact us
ESPR 2019	22-27 Oct 2019	European Society of Plastic, Reconstructive and Aesthetic Surgery	contact us

Fig 3.1. Start the registration process

Step 4: Registration: Personal Details

To start the registration please provide some basic information: your affiliated organization and the title of your accepted paper.


In case you are a member of ACM, you must provide your valid membership number.


Flight details section is for people who would like to reserve transfers from/to the airport, and it is not mandatory. This information can be provided after you actually book your flight. Therefore, you may skip this section at this moment.

SAC 2019 - 01 Personal Details: section 1 out of 9 ([reset flight details](#))

First step in the registration process is collecting your personal information. By default, we are using the data that you have registered when you opened your account with us.

Flight Details: This is not a compulsory step. However, it is required if you would like us to arrange transportation from/to the airport. Furthermore, these details are useful to the organizers.

General Data		Data	
Affiliation	<input type="text"/>		
For registration fee discount, you must provide your valid ACM membership number:	<input type="text"/>		
Authors, please specify paper title:	<input type="text"/>		

 **Flight Details**

Arrival		Departure	
Arrival Date	<input type="text"/>	Departure Date	<input type="text"/>
Arrival Time	<input type="text"/>	Departure Time	<input type="text"/>
Arrival Flight number	<input type="text"/>	Departure Flight number	<input type="text"/>
Arrival Airport/Station	<input type="text"/>	Departure Airport/Station	<input type="text"/>

[next step »](#)

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Registration Steps

Our snake tree shows your progress through the registration process. Blue circle with yellow glow indicates your current position.

- 01 Personal Details
- 02 Conference Registration
- 03 Conference Extras
- 04 Accommodation
- 05 Transportation
- 06 Car Hire
- 07 Additional Options
- 08 Notes
- 09 Registration Summary

Fig 4.1. Registration step 1: Personal details

Step 5: Registration: Registration Fees

Conference registration fees can vary depending on the date. The earlier you register, the lower prices are.

Please select the appropriate registration fee from the options below:

SAC 2019 - 02 Conference Registration: section 2 out of 9 (cancel registration)

Conference Registration Fees can vary depending on the date. Usually, earlier you register, lower the prices are. You can only select one registration option from the list below. Find our registration fees further down, sorted by price groups:

Early Registration Author Fees (up to 14 Dec 2018)

Select	Price	Total
<input type="radio"/> Paper Author - ACM Member	€ 530.00	€ 0.00
<input type="radio"/> Paper Author - Non-ACM Member	€ 620.00	€ 0.00
<input type="radio"/> Poster Author - ACM Member	€ 440.00	€ 0.00
<input type="radio"/> Poster Author - Non-ACM Member	€ 530.00	€ 0.00
<input type="radio"/> SRC Author	€ 380.00	€ 0.00

Note:

- All Registration Fees including Student Registration include: Conference material, Daily Coffee Breaks, Daily Lunches, Welcome Reception and the Banquet Dinner.

Early Registration Attendee Fees (up to 01 Mar 2019)

Select	Price	Total
<input type="radio"/> Attendee - ACM Member	€ 530.00	€ 0.00
<input type="radio"/> Attendee - Non-ACM Member	€ 620.00	€ 0.00
<input type="radio"/> Attendee - Student	€ 380.00	€ 0.00

Note:

- All Registration Fees including Student Registration include: Conference material, Daily Coffee Breaks, Daily Lunches, Welcome Reception and the Banquet Dinner.

Late Registration Fees (from 02 Mar 2019)

Select	Price	Total
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Registration Steps

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graph TD; 01((01)) --- 02((02)); 02 --- 03((03)); 03 --- 04((04)); 04 --- 05((05)); 05 --- 06((06)); 06 --- 07((07)); 07 --- 08((08)); 08 --- 09((09));
```

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Fig 5.1. Registration step 2: Registration Fees

NOTE 1:

Please do **NOT** select member registration fees if you are not a valid member of ACM. Your membership number will be checked against the ACM records and until the membership is confirmed your registration will not be considered valid.

Step 6: Registration: Conference Extras (optional)

In case you need additional conference proceedings on the USB stick, please select the number of items you would like to purchase:

SAC 2019 - 03 Conference Extras: section 3 out of 9

Please select conference extras that you wish to include in your registration order.

Proceedings	Quantity	Price	Total
USB Proceedings	0 ▾	€ 23.00	€ 0.00

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Registration Steps

Our snake tree shows your progress through the registration process. Blue circle with yellow glow indicates your current position.

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Fig 6.1 Registration step 3: Conference Extras

Step 7: Registration: Accommodation (optional)

To book the accommodation during your stay at the conference please select one of the rooms offered below.

SAC 2019 - 04 Accommodation: section 4 out of 9 (cancel accommodation)

We can also provide accommodation for the duration of your stay at the conference. Our offer of accommodation is shown below.

Important:
If you are sharing a room and already have your Share Code[?], please type it here: [use code](#)

St. Raphael Resort - 5* (Venue)

	Date In	Date Out	Nights	Price	Total
Single Room [cancel]	<input type="text"/>	<input type="text"/>	0	€ 127.00	€ 0.00
Double Room [cancel]	<input type="text"/>	<input type="text"/>	0	€ 140.00	€ 0.00
*Half Double Room [cancel] Share Code: D183A399 [?]	<input type="text"/>	<input type="text"/>	0	€ 70.00	€ 0.00

shared with: n/a n/a

Note:

- The above accommodation rates are per night and are inclusive of V.A.T. Breakfast is included.
- *Half Double room can be selected by participants who wish to share a room with a colleague. Please note that it is participant's responsibility to find the person who will share the room with.
- Click here to view location map
- In case you require to extend your stay beyond the booking dates available, please contact us at sac19@easyconferences.org

Curium Palace Hotel - 4*

	Date In	Date Out	Nights	Price	Total
Single Room [cancel]	<input type="text"/>	<input type="text"/>	0	€ 95.00	€ 0.00
Double Room [cancel]	<input type="text"/>	<input type="text"/>	0	€ 114.00	€ 0.00

Note:

- The above accommodation rates are per night and are inclusive of V.A.T. Breakfast is included. [Click here to view location map](#)
- In case you require to extend your stay beyond the booking dates available, please contact us at sac19@easyconferences.org

Harmony Bay Hotel - 3*

	Date In	Date Out	Nights	Price	Total
Single side sea view Room [cancel]	<input type="text"/>	<input type="text"/>	0	€ 86.00	€ 0.00
Twin side sea view Room [cancel]	<input type="text"/>	<input type="text"/>	0	€ 100.00	€ 0.00

Note:

- The above accommodation rates are per night and are inclusive of V.A.T. Breakfast is included. [Click here to view location map](#)
- In case you require to extend your stay beyond the booking dates available, please contact us at sac19@easyconferences.org

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Registration Steps

Our snake tree shows your progress through the registration process. Blue circle with yellow glow indicates your current position.

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graph TD; 01((01)) --> 02((02)); 02 --> 03((03)); 03 --> 04((04)); 04 --> 05((05)); 05 --> 06((06)); 06 --> 07((07)); 07 --> 08((08)); 08 --> 09((09));
```

Fig 7.1 Registration step 4: Accommodation

NOTE 1:

In case that you decide to book a Half double room in the venue hotel, please take note of the *Share code* available below the room name (you will also receive this code in the confirmation email). The person that is supposed to share a room with you should be given the appropriate code in order to enter it at the time of their registration, which will connect the room booking back to you and you will end up in the same room.

Step 8: Registration: Transportation (optional)

To make your journey easier, we are offering a taxi transportation at your arrival or departure. Please select appropriate transfer(s) from the list below:

SAC 2019 - 05 Transportation: section 5 out of 9

If you would like us to arrange for transportation upon your arrival or departure, please select appropriate fields below. Please make sure that you have indicated your flight details in Step 1(Personal Details).

Larnaca International Airport TAXI Transfers

Select	Price	Total
<input type="checkbox"/> One way transfer from Larnaca Airport to the Hotel	€ 55,00	€ 0,00
<input type="checkbox"/> One way transfer from the Hotel to Larnaca Airport	€ 55,00	€ 0,00

Paphos International Airport TAXI Transfers

Select	Price	Total
<input type="checkbox"/> One way transfer from Paphos Airport to the Hotel	€ 60,00	€ 0,00
<input type="checkbox"/> One way transfer from the Hotel to Paphos Airport	€ 60,00	€ 0,00

Note:

- Please make sure that you have indicated your flight details in Step1(Personal Details).
- Please note that taxi transfer prices are per taxi per way for up to three people sharing. When reserving the transfer for more than one persons please indicate the number of persons and names in "Notes" - section.

☐ Please tick the box if you would NOT like to share your transfer.
In case of shared transfer, you will receive a 30% refund after the completion of the conference

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Registration Steps

Our snake tree shows your progress through the registration process. Blue circle with yellow glow indicates your current position.

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Conference Registration

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Fig 8.1 Registration step 5: Transportation

Step 9: Registration: Car Hire (optional)

You can reserve your car rental here.

SAC 2019 - 06 Car Hire: section 6 out of 9 (cancel car hire)

Car hire option is also available during your stay at the conference. A valid Driving License will be required. We are offering 4 car categories for you to choose from. Simply select your preferred category, the required dates and duration for your car hire. Please make sure that you have indicated your flight details in Step 1 (Personal Details).

Please note that the Car Hire Daily Rates are valid for 24 hours. Each rental daily period starts from the moment that the car is picked up and is valid for 24 hours after that. In case that a car is kept for a period exceeding 24 hours then the renter will be charged for an additional day.

Cars picked up from either Larnaca or Paphos airports in Cyprus are subject to an Airport Charge of 20 euro to be paid locally.
[Click here to view Fuel Prices list.](#)

Car Hire	Pick Up Date	Drop Off Date	Days	Price	Total
Category A2 Kia Picanto 1000cc A/C	<input type="text"/>	<input type="text"/>	0	€ 25.00	€ 0.00
Category D2 Nissan Note 1400cc A/C	<input type="text"/>	<input type="text"/>	0	€ 30.00	€ 0.00
Category F3 Daihatsu Terios 1500 cc 4x4 A/C	<input type="text"/>	<input type="text"/>	0	€ 52.00	€ 0.00
Category F4 Opel Zafira 1600cc A/C	<input type="text"/>	<input type="text"/>	0	€ 56.00	€ 0.00

Car Hire Extras	Select	Days	Price	Total
Optional ADW insurance	<input type="checkbox"/>	0	€ 7.00	€ 0.00
Auto Supplement (Category D2)	<input type="checkbox"/>	0	€ 6.00	€ 0.00
Hard Top Supplement (Category F3)	<input type="checkbox"/>	0	€ 10.00	€ 0.00
One Day Supplement	<input type="checkbox"/>	0	€ 30.00	€ 0.00

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Registration Steps

Our snake tree shows your progress through the registration process. Blue circle with yellow glow indicates your current position.

```
graph TD; 01((01 Personal Details)) --> 02((02 Conference Registration)); 02 --> 03((03 Conference Extras)); 03 --> 04((04 Accommodation)); 04 --> 05((05 Transportation)); 05 --> 06((06 Car Hire)); 06 --> 07((07 Additional Options)); 07 --> 08((08 Notes)); 08 --> 09((09 Registration Summary));
```

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Fig 9.1 Registration step 6: Car hire

NOTES ON EXTRAS:

- 1 Auto Supplement – additional charge for upgrading from Manual to Automatic transmission
- 1 Hard Top Supplement – additional charge for hard top available on convertible cars only
- 1 One Day Supplement – additional charge for less than 2 day rental

Step 10: Registration: Additional Options (optional)

Please select item(s) from the following list in case you need to purchase a tutorial luncheon package for yourself or banquet ticket(s) for accompanying person(s)

SAC 2019 - 07 Additional Options: section 7 out of 9

Please find below a list of optional services and activities that can be offered during the conference. Kindly proceed with your selections accordingly.

Additional Meals	Quantity	Price	Total
Tutorials' luncheon package	0	€ 25.00	€ 0.00
Banquet Ticket	0	€ 60.00	€ 0.00

Note:

- Banquet Ticket is included in ALL registration fees

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Registration Steps

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Personal Details 01

Conference Registration 02

Conference Extras 03

Accommodation 04

Transportation 05

Car Hire 06

Additional Options 07

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Registration Summary 09

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Fig 10.1 Registration step 7: Additional Options

Step 11: Registration: Notes (optional)

The final step in the registration is where you get to tell us if there is anything important that we forgot to ask. Please provide any additional information that you think might be useful.

SAC 2019 - 08 Notes: section 8 out of 9

Please provide the information on anything that might be important or not ordinary, or any special need that you might require regarding your stay at the conference.

Notes

Do you have any special dietary requirements?

Additional Notes:

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Registration Steps

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graph TD; 01((01)) --- 02((02)); 02 --- 03((03)); 03 --- 04((04)); 04 --- 05((05)); 05 --- 06((06)); 06 --- 07((07)); 07 --- 08((08)); 08 --- 09((09));
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01 Personal Details
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Fig 11.1 Registration step 8: Notes

Step 12: Registration: Summary

The summary of your registration allows you to check what items have been selected during the process and verify that everything is in order. Make sure that you check our *Terms and Conditions* and you will be allowed to save your registration.

The screenshot displays the 'SAC 2019 - 09 Registration Summary' page. At the top, the 'easyQ&S' logo is visible, along with the text 'CONFERENCE REGISTRATION SYSTEM'. The page header includes 'SAC 2019' and the date '8-12 Apr 2019'. A navigation bar contains links: 'my home', 'my account', 'conferences', 'associations', 'support', and 'about us'. The main content area is titled 'SAC 2019 - 09 Registration Summary: section 9 out of 9'. Below this, a message states: 'The following table summarises the options that you have selected during the registration process. Please verify your selections and press save or update button from below to confirm it. Press cancel to discard order or changes.' A table titled 'Order Summary' lists the following items:

Order Summary	Price	Qty	Total
Conference Registration	Early Registration Author Fees	1	380.00
Additional Options	Additional Meals	2	50.00
	Tutorial luncheon package		
Total Cost:			€ 430.00

Below the table, there are buttons for 'change registration now' and 'cancel', and a 'save my registration' button. A checkbox for 'I read and agree with the terms and conditions and privacy policy' is also present. A disclaimer note states: 'Please note that the software provides participants with the possibility to complete the registration process in steps/periodicity; participants may register for the conference and return later to book further services like accommodation, taxi transfers, etc. (subject to availability). The system will accept unlimited changes/updates up to the closing of the online registration process before the start of the conference.' On the right side, a 'Registration Steps' progress bar shows the following steps: Personal Details, Conference Registration, Conference Extra, Accommodation, Transportation, Car hire, Additional Options, and Registration Summary. The 'Registration Summary' step is currently selected and highlighted.

Fig 12.1 Registration step 9: Summary

Step 13: Registration: Payment

To finalize your registration, please select one of the payment methods from the list.

SAC 2019 - Overview and Payment

Overview page allows you to see the details of your registration. First table will show your registration items and further below you will find the list of monetary transactions for this order.

[change order](#) [print pdf](#) [proforma invoice](#) [cancel order](#)

Order Summary

View summary in: ☒ current view ☐ history view ☐ timeline view

Order Code: **8A9C156B** Order Status: **pending payment method** Pending Amount: **430.00 €** Total Amount: **430.00 €**

Current View: The following table summarizes the options that you have selected during the registration process.

Order Summary		Price	Qty	Total
Conference Registration	Early Registration Author Fees SRC Author	380.00	x 1	380.00
Additional Options	Additional Meals Tutorials' luncheon package	25.00	x 2	50.00
		Total Cost:	€	430.00

Payment

Monetary transactions related to your registration can be found in the table below:

Payment History	Date	Debit	Credit	Pending
Order Cost	21 Nov 2018	430.00		430.00
Total Pending:				430.00

Payment Methods


Please choose one of the payment methods below to finalize the registration now:

☒ Bank Transfer [?] 2-5 days

☐ Credit Card instant

☐ Other [?] 2-5 days

[finalize now](#)



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Fig 13.1 Registration step 9: Payment