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## IFMA NEWSLETTER – JANUARY 2013 - IFMA19 CONGRESS REGISTRATION GUIDANCE NOTES

Dear IFMA Member,

As promised in the December Newsletter – here are some notes to guide you through the registration and paper submission process for the 19<sup>th</sup> IFMA Congress in Warsaw this coming July. Before starting to register for the congress please read these notes carefully – they may seem a little daunting but they explain the procedures and should save you time. I suggest you print and use these guidance notes as you complete your registration.

**There are some particular changes to how you register compared to recent congresses.** For instance: – you can return as often as you need to change your registration details once you have set up your initial registration “account” - you should book your accommodation through the registration process (to obtain the discounts) - and to **submit a paper** you will need to make an initial registration first – BUT YOU WILL NOT HAVE TO PAY UNTIL YOU KNOW YOUR PAPER HAS BEEN ACCEPTED. (See *2 Step Registration* below)

The organisers of the congress have employed an event company to carry out the **registration, accommodation and paper submission** processes – Mazurkas Congress Registration – who will provide the congress registration (including pre and post and accompanying person tours), payment, paper submission and accommodation booking services **only**. So when you click on the large green Registration button you will be transferred to their website and registration software (confusingly called “Coffee”). You will pay for your registration through this service – with options to pay by credit card or by wire (bank) transfer, but this does not need to happen immediately you register. However you will need to pay for your registration (**but not your accommodation**) before the end of the early bird timing (30<sup>th</sup> April) to receive the “early bird” discount, and **paper presenting authors** will need to have completed their payment also by 30<sup>th</sup> April to have their paper included in the proceedings, and to have a presentation slot in the program. **You should pay for your Accommodation at your hotel at the end of your stay.**

Once you have completed the initial registration your e-mail address becomes the key identifier for your “account” and you will be asked to provide a password to enable you to return to your registration file whenever you need to (there is another large green button for doing this below the initial registration button on both the Home and Registration pages of the congress website).

An additional complication is that Value Added Tax (VAT – the European Union sales tax) is required for congress registration. You should see the table on **VAT Rules** (link provided on the congress registration page) before starting your registration process. Many of you will not need to pay VAT – but this will depend on whether you, your employer, or your sponsor are registered for VAT in Europe, or pay Corporate Income Tax (CIT) outside of Europe. You will need to provide your VAT registration number or your details for CIT. If you are an individual not registered with the authorities for VAT in Europe, or CIT outside of Europe, you will be required to pay the VAT (which in Poland is 23%). **VAT will not be charged on top of the Pre and Post Congress Tour fees, they are fully inclusive.**

Before you complete your full registration you should view the Field Trip Page of 8 options for the tours on Tuesday and Thursday of the Congress, and the Accommodation Page for the options available. There are a large number of accommodation options to choose from (because of the use of Mazurkas as the

booking agent) – choices include good quality LIMBA student flat accommodation, the basic but clean University hotel IKAR (approx. 400 metres, 5-10 minute walk to venue), and various hotels in Warsaw from 3\* to 5\*. (Please see my note below on accommodation choices).

Other particular notes on the Registration Form:

**1st Page – Choose your type of account** – *Full Registration* or *2 Step Registration*.

If you just want to submit a paper at this point select the *2 Step Registration* – however if you want to complete the full registration you can go ahead on the *Full Registration* and at the end of the process select to either pay then by credit card, or select the Pro forma option and organise your payment(s) later (credit card or wire (bank) transfer). If you think you will be making further choices later that could affect the amount you pay, then select the Pro forma option. With the *2 step registration* you will make your initial basic registration and then be offered the opportunity to submit a paper – in due course you can log-in to your registration and complete your registration details.

**2nd Page – Payer Category** – you need to select the appropriate type of payment – VAT or CIT registered, or individual not registered for VAT etc. (there is a link to the VAT Rules at the top of the page). Then complete your personal details.

You must be a current paid-up member of IFMA to attend the Congress – **this is a separate payment from your registration**. If you are a member tick the “yes” button and enter your membership ID number and Renewal code as supplied (you can contact me for them). If you have joined or renewed a membership whose renewal date is after the 1st August 2013 then you qualify as a paid-up member. If you want to pay for or renew your membership during congress registration then tick the appropriate buttons – this will be a 2 year membership renewable at the next congress.

Complete the rest of your registration details as requested. If you are bringing an Accompanying Person then add the first and last names and remember to click the “Add” button, if you are bringing more than one person add their names to fields and click the “Add” button again. **Note - an Accompanying Person is booked on the AP Program and cannot attend the main congress lectures.**

If you have chosen the *2 Step Registration* the next page will give you various options including a **Submit a Paper button**. If you are completing the Full Registration you will go to the:

**3rd Page – Registration Fees** – Select (click) the buttons for those items you are going to pay for in your registration – delegate fee, membership fee (if you want to pay with registration) and accompanying person(s) fee if you are bringing one or more. (Note that the system keeps up with how many people you register)

**4th Page – Pre and Post Congress tour** options – select the appropriate ones. Note - when you select your tour you are asked to confirm the number of people (drop down box).

**5th Page – Accompanying Events** (this is for the 3hr Tour of Warsaw on Sunday, and the 8 Field Trip Options repeated on Tuesday and Thursday). Make your choices and confirm the number of people (drop down box) if you have an accompanying person. Note – Unfortunately the system is restricted to one Field Trip Choice each day and your accompanying person will need to be confirmed for that choice. If you and your accompanying person wish to go on different tours then you will need to ask for a change at the Congress Registration Desk on the Saturday or Sunday when checking-in to the Congress. This will be subject to there being places on the tour of your choice. Field Trips have limited places and the organisers reserve the right to allocate participants to other tours should they need to.

**6th Page – Accommodation** – There are 8 options to choose from. From the good quality student LIMBA accommodation (the best student accommodation I have seen), the University IKAR hotel (unrated), the new 3\* Pulawska Residence Hotel, 3 x 4\* hotels, and 2 x 5\* hotels. You can read the details for each option on this page as

well as on the Congress Website Accommodation Page – but there are additional notes available on the latter. Note – **Breakfast is included in the prices for all the hotels**. **It would be good to concentrate where delegates stay** and I suggest, depending on how much you are willing to spend, you consider the LIMBA student accommodation, the IKAR Hotel, the Pulawska Residence 3\*, or the Radisson Blu Sobieski 4\* Hotel where the congress dinner on Wednesday night will be held. The Pulawski Residence 3\* Hotel is a straight forward public bus ride direct to the University, and the Radisson Blu Sobieski 4\* Hotel will have the option of a daily shuttle bus OR public transport (Tram, Metro and shuttle bus) to and from the University each day. The IKAR Hotel is situated on the top two floors of a building (lift provided) with a restaurant/bar at ground level. The LIMBA student accommodation is situated close by. Both are in the University Campus and are about 400m, or a 5-10 minute walk, across the campus to the Congress Venue. If you want a 5\* hotel then I suggest the Hyatt.

Note: You do not have to book your hotel at your first registration attempt – you can just use the continue button for now and come back to this later.

**7<sup>th</sup> Page – Payments** – You will find the Congress Fees and other option fees listed and a total figure in Polish Zloty (PLN).

Below these you are offered two options – 1. to have a Proforma invoice sent to your e-mail address or 2. To pay by credit card or bank transfer. Choose one or the other – see 8<sup>th</sup> page notes for options.

(You can use this website to get the exchange rate for your currency - <http://www.xe.com/> (add PLN Zloty to the chart and / or use the calculator)).

**8<sup>th</sup> Page – Invoice Preferences** – Either choice for method of payment – you are asked to provide the invoice address (or confirm you want to use the one used for registration) and *Accept*, after which you can select various options to pay for parts of your registration fees. So, for example, if you want your organisation to be billed for your Congress Fee and Membership Fee, but want to pay for your accompanying person separately, you can do so by the selections you make. Or you can choose to pay all the fees on one invoice.

**9<sup>th</sup> Page – Additional Information** - Date and time of arrival and departure, and dietary requirements. You can leave these until you know – but it would be helpful to the organisers to know these details so please return later to complete these. There is also a text box for comments or questions.

**10<sup>th</sup> Page – Registration Summary** – The full details of your registration so far. There are also 3 questions under Annotation that you need to answer.

**11<sup>th</sup> Page – Registration Panel** – You now have a choice of options with large buttons. If you want to submit a paper now you can re-login to your account and do so, or you can print your registration data or your pro forma invoice (you will be sent copies by e-mail). Or simply return to the main congress website.

If all is working well, you will have received several e-mails to the address you provided almost immediately containing your registration details and proforma invoices as per your choices on the 8<sup>th</sup> Page.

When you are ready to submit a paper, or edit (change) your registration details, or pay for your registration online, you need to log-in to your account and select the appropriate action after logging-in and selecting IFMA 19<sup>th</sup> Congress. Note - If the webpage comes up in Polish you can select English by clicking on the Union Jack Flag at the top / right of the page.

Sorry this guidance note is so long – but I sincerely hope it helps you through the registration process.

Best Regards,  
Tony.

NB – if you have recommended the Congress to others – please forward this e-mail on to them as it is only going out to Members and those on the Newsletter

Distribution list – it is not being sent to those who have registered their interest on the Congress website.

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**IFMA Website - [www.ifmaonline.org](http://www.ifmaonline.org)**

**The 19th IFMA Congress will be held in Warsaw, Poland, 21-26 July, 2013**

**Congress Website - [www.ifma19.org/](http://www.ifma19.org/)**