



22nd WORLD
MINING
CONGRESS & EXPO
11-16 SEPTEMBER
ISTANBUL 2011
www.wmc-expo2011.com



ONLINE REGISTRATION SYSTEM USER MANUAL

22nd WORLD MINING CONGRESS 2011, ISTANBUL
ONLINE REGISTRATION SYSTEM at www.wmc-expo2011.com
USER MANUAL version 1.0

INDEX

Step 1) Congress Registration Entry

Step 1a) NEW REGISTRATION

Step 1b) ALREADY REGISTERED

Step 1c) REGISTRATION KEY

Step 2) New Registration

Step 2a) NEW REGISTRATION > ACTIVATE E-MAIL

Step 3) Congress Registration – Types of Registration

Step 3a) Regular Participation

Step 3b) IOC Members

Step 3c) Authors

Step 3d) Accompanying Person

Step 4) Personal Information

Step 5) Travel Information

Step 6) Accommodation Information

Step 7) Post Congress Technical Tours Information

Step 8) Summary of Details

Step 9) Approval

Step 10) Payment



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 1) Congress Registration Entry Screen

22nd World Mining Congress & Expo 2011

NEW REGISTRATION
Please click NEW REGISTRATION button

ALREADY REGISTERED
Please enter your registration key (It will be sent to you by email during the registration process).

REGISTRATION KEY
You can request a new registration key. Resume the registration process where you left of on the Information Update Screen

[Contact](#) [Privacy Policy](#)

Step 1a) New Registration

By clicking on this button you initiate a new registration process.

Step 1b) Already Registered

If you have already initiated but not finished the registration process for reasons such as missing information, payment-related problems (e.g. online payment process was interrupted) etc., in order to continue were you left of enter the Registration Key you have requested from the system.

If you have already registered and paid the fee but desire to change any of your information, use the "Already Registered" field.

IMPORTANT: YOU CAN REQUEST YOUR REGISTRATION KEY BY ENTERING THE EMAIL ADDRESS YOU HAVE USED FOR REGISTRATION. THE LINK THAT WAS SENT TO YOUR EMAIL ADDRESS WHEN YOU FIRST REGISTERED CANNOT BE USED HERE.

Step 1c) Registration Key

If you have already initiated but not finished the registration process for reasons such as missing information, payment-related problems (e.g. online payment process was interrupted) etc., in order to continue were you left of you must request the registration key. For this purpose, enter the email address you used for your previous registration attempt into this field. To obtain a new registration key, write your email address in the REQUEST field below the REGISTRATION KEY heading. If you do not enter the same email address (because it has been changed, you have forgotten your password, or you cannot remember the address you used the first time), the system cannot send you the registration key. In this case you have to return to NEW REGISTRATION and enter all information again.



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ONLINE REGISTRATION SYSTEM USER MANUAL

Step 2) New Registration Screen

22nd World Mining Congress & Expo 2011



Step 2a) New Registration > Email Activate

Enter a valid email address and wait for the confirmation email sent to your address by the system. With the confirmation email you receive a link to a website; depending on internet traffic, the return message may take some time (1-20 min). Do not reply to the link mail. When you click on the link it will connect you directly to the congress registration page.

E-mail Activate

22nd World Mining Congress & Expo 2011 [noreply@intellievent.net]

Please click the below link

http://www.intellievent.net/?act_key=w8FrfFb66h&sec_key=6e8c38244a542d8407bd0da05da96647&lang=en&step=email

Please don't reply this email



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 3) Congress Registration – Initial Screen

The link received via email will connect you directly to the first Registration Page with types of congress participation and price list. Please select the most appropriate registration type. If you will participate in the scientific sessions together with several other persons, please use the “person count” option to state the number of participants and write their first and family names in the field that will open up below. This procedure does not apply to “accompanying” persons who do not participate in the scientific sessions. Separate registration is required for accompanying persons: congress participation type “Accompany”.

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. APPROVE 8. PAYMENT

REGISTRATION FEES

Dear participant,

To be able to process your registration steps successfully, please take your time to read online registration manual. You can download the manual by clicking this link:
<http://www.wmc-expo2011.com/regmanual.pdf>

Please notice that a separate section is provided for EXPO registration. You can check the information by clicking the MINING EXPO button.

IMPORTANT NOTICE: Congress Committee only provides bookings between the dates **9 – 19 September 2011**. Pre and after bookings other than this dates are subject to hotel availabilities, please directly contact with the hotel for those demands.

Congress registration fee covers: * Opening Ceremony, Access to All Meetings, Poster Presentations and the Exhibition Area, Congress Bag (including Program Catalogue, ID Badge, Pen and Congress Notebook), Boat Excursion, Congress Lunches, Congress Dinners, Gala Dinner and Shuttle Services (from Congress Center to EXPO Center / EXPO Center to Congress Center).

Accompanying Person fee covers all the activities included in accompanying person programme. This prices will be valid till 31 March 2011. After this date non-early registration prices will be applied. (Please check the registration fees chart on the web page.)

| | |
|---|-----------------|
| <input type="checkbox"/> Regular Registration 500 € | Person Counts 1 |
| <input type="checkbox"/> IOC Members 450 € | Person Counts 1 |
| <input type="checkbox"/> Authors 450 € | Person Counts 1 |
| <input type="checkbox"/> Accompanying Person 250 € | Person Counts 1 |

SUBMIT and CONTINUE >>

* required fields

Step 3a) Regular Participation

Regular Participation is the appropriate participation type for all those who want to take part in scientific sessions, visit the exhibition and poster area, and benefit from congress opportunities. It applies to participants from all sectors and costs 500 € (incl. VAT). Please note that this price will be 650 € after 31 March 2011 meaning that early bird prices will NOT be available after that date.

Step 3b) IOC Members

This registration type applies to World Mining Congress International Organizing Committee members who want to take part in scientific sessions, visit the exhibition and poster area, and benefit from congress opportunities. It applies to IOC Members only and costs 450 € (incl. VAT). Please note that this price will be 500 € after 31 March 2011 meaning that early bird prices will NOT be available after that date.

Step 3c) Authors

This registration type applies to participation who want to take part in scientific sessions, visit the exhibition and poster area, and benefit from congress opportunities, and who contribute to the congress with a presentation at any of the scientific sessions. The price is 450 € (incl. VAT). **Important: The presentations of authors who fail to transfer the registration fee until 25 June 2011 shall not be included in the scientific programme and shall not be published. Accepted presentations shall be announced on the website.** Please note that this price will be 500 € after 31 March 2011 meaning that early bird prices will NOT be available after that date.



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 3d) Accompanying Person

This registration type applies to accompanying persons. The price is 250 € (incl. VAT); it does not include access to the scientific sessions, the exhibition and poster area, nor lunch served in the congress area.

Step 4) Personal Information Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. APPROVE 8. PAYMENT

| PERSONAL INFORMATION | |
|----------------------|--|
| Title | <input type="text"/> |
| * First Name | <input type="text"/> |
| * Last Name | <input type="text"/> |
| * Birthdate | <input type="text"/> |
| E-mail | <input type="text"/> |
| * Gender | <input type="radio"/> Male <input type="radio"/> Female |
| * Institution | <input type="text"/> |
| * Address | <input type="text"/> |
| * City | <input type="text"/> |
| Zip Code | <input type="text"/> |
| * Country | Please Select |
| * Telephone | <input type="text"/> |
| Mobile Phone | <input type="text"/> |
| Fax | <input type="text"/> |
| Special Needs | <input type="checkbox"/> Vegetarian <input type="checkbox"/> Diabetic <input type="checkbox"/> Kosher <input type="checkbox"/> Allergic <input type="checkbox"/> Handicapped |
| Others | <input type="text"/> |
| Photo | <input type="text"/> Gözet... |

On this screen you enter the personal information necessary for us to provide you the best possible services during the congress (collar card, information on special conditions, allergies, etc.). Completion of the fields marked with a red (*) is obligatory. The system will request information on the number of participants you have entered in the registration screen. If you fail to provide the necessary information, you will not be able to proceed to the next screen.

*** Special requests regarding accommodation (double/king-size bed, non-smoking room, etc.) can be stated in the field "Others" under "Special Needs".



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 5) Travel Information Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. APPROVE 8. PAYMENT

TRAVEL INFORMATION

Please indicate your travel details in the fields below in order to help us providing better service during your check in and check out timing about your hotel staying during the 22nd World Mining Congress.

Please note that, by providing this information, Committee **DOES NOT** hold any responsibility for your transportation arrangements.

ARRIVAL INFORMATION

Date of Arrival [Delete date](#)

City of Departure

Flight no

Airline Company

City of Arrival

Arrival Time (Local time) Please Select Please Select Please Select

DEPARTURE INFORMATION

Date of Departure [Delete date](#)

City of Departure

Departure Time Please Select Please Select Please Select

Flight no

Airline Company

SUBMIT and CONTINUE >>

* required fields

Please indicate your travel details in the fields below in order to help us providing better service during your check in and check out timing about your hotel staying during the 22nd World Mining Congress. However, it is not compulsory to complete this screen.

Please note that, by providing this information, Committee DOES NOT hold any responsibility for your transportation arrangements.

*** Please make sure that your travel dates matches with your accommodation dates. As it is not compulsory to complete this page, you will not be warned about inconsistencies with the accommodation dates you have stated on the accommodation screen.



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 6) Accommodation Information Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. APPROVE 8. PAYMENT

| ACCOMMODATION | Check-In Date | Check-Out Date |
|---|---------------|--------------------------|
| İstanbul Hilton Hotel - 5 Stars | | |
| <input type="checkbox"/> Single 260 € | Oda Sayısı: 1 | |
| <input type="checkbox"/> Double 280 € | Oda Sayısı: 1 | |
| <input type="checkbox"/> Bosphorus View Single 310 € | Oda Sayısı: 1 | |
| <input type="checkbox"/> Bosphorus View Double 330 € | Oda Sayısı: 1 | |
| İstanbul Nippon Hotel - 4 Stars | | |
| <input checked="" type="checkbox"/> Single 160 € | Oda Sayısı: 1 | 12/09/2011 |
| Name 1: Jack SMITH | | |
| <input type="checkbox"/> Double 180 € | Oda Sayısı: 1 | |
| İstanbul Taksim Gönen Hotel - 4 Stars | | |
| <input type="checkbox"/> Single 155 € | Oda Sayısı: 1 | |
| <input type="checkbox"/> Double 175 € | Oda Sayısı: 1 | |
| İstanbul Golden Age & Lion Hotel - 4 Stars | | |
| <input type="checkbox"/> Single 120 € | Oda Sayısı: 1 | |
| <input type="checkbox"/> Double 140 € | Oda Sayısı: 1 | |
| İstanbul Madison Hotel - 4 Stars | | |
| <input type="checkbox"/> Single 85 € | Oda Sayısı: 1 | |
| <input type="checkbox"/> Double 105 € | Oda Sayısı: 1 | |
| SUBMIT and CONTINUE >>> | | |
| * required fields | | |
| ACCOMMODATION | | |
| İstanbul Nippon Hotel - 4 Stars Single | | 160 € x 3 nights = 480 € |

On this screen you can select an appropriate hotel for the duration of your stay in our country.

Rooms are available as "Single" or "Double". With "Room Count" you choose the number of rooms for yourself and other participating/accompanying persons (e.g. if you register more than one person from the same organisation you can choose your and their accommodation independently).

However, while you can select e.g. a "Double Room" for accompanying persons on this screen, you still have to register those accompanying persons separately. In this case there is no need, however, to complete the Accommodation Information on the registration screen for accompanying persons.

After selection of room type and number of persons you have to enter your / all persons' first and family names.

The Check-in and Check-out Date indicate the dates of arrival at and departure from the hotel respectively. The system automatically calculates the duration of your stay and multiplies it with the price per day; the total accommodation cost is indicated.

IMPORTANT NOTICE: Congress Committee only provides bookings between the dates **9 – 19 September 2011**. Pre and after bookings other than this dates are subject to hotel availabilities, please directly contact with the hotel for those demands.

The system will issue a warning if the number of rooms you have selected does not conform to the number of persons you have registered. However, assuming that it is a conscious choice, the system will not prevent you from proceeding.



ONLINE REGISTRATION SYSTEM USER MANUAL

*** For special requests regarding accommodation (double/king-size bed, non-smoking room, etc.) you have to return to the “Personal Information” screen and state your choice in the field “Others” under “Special Needs”.

Step 7) Tours & Social Events Information Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. APPROVE 8. PAYMENT

| TOUR | | | |
|--|------------------|------------------|-------|
| Name | Begin Date | End Date | Price |
| TOUR-I BERGAMA OVACIK GOLD MINING | 17/09/2011 09:00 | 18/09/2011 18:00 | 530 € |
| <p>İzmir-Bergama-Ovack Mine is the first operational gold mine in Turkey and it occupies a key position due to its contribution to the country's economy by uncovering the gold potential of Turkey.</p> <p>The production plant was started up in May 2001 with installed production capacity of 6 tons/year gold and 5 tons/year silver. The Mine and production facilities belong to Koza Gold Company.</p> <p>Following the flight from Istanbul to Izmir buses will transport the participants to Bergama where at Lunch will be taken. After Lunch Ovack Gold Mine shall be visited. Overnight stay will be in Izmir. Next morning; return journey to Istanbul. Min 14 participants will be required. Price included V.A.T</p> | | | |
| TOUR-II BEYPAZARI TRONA MINE | 17/09/2011 09:00 | 18/09/2011 18:00 | 530 € |
| <p>Trona (Natural Soda) and sodium sulphate minerals occur in the Beypazari Neogen basin, NW Ankara. This deposit is the second biggest deposit in the world next to Wyoming trona deposits in USA.</p> <p>Solution mining network and Soda Ash Production facilities of 1 million/year installed capacity was commissioned in March 2009 and the commercial production continuous presently.</p> <p>The Facilities belong to Eti Soda Company established in 1998 with partnership of Eti Mining Co and Ciner Group.</p> <p>Following the flight from Istanbul to Ankara, busses will transport the participants to Beypazari whereat Lunch will be taken. After Lunch Beypazari Trona Mine and Facilities will be</p> | | | |

Jack SMITH

Jack SMITH

22nd WMC gives you opportunities to join three different post – congress technical tours.

The screen displays the dates, departure and return hours of the tours as well as their price.

If you have registered 2 or more persons, the system will offer you the choice to select tours and events for every person individually.



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 8) Summary of Details Screen

| TRAVEL INFORMATION | | MODIFY |
|---|-------|--|
| Date of Arrival | | |
| Place of Departure | | |
| Flight no | | |
| Airline Company | | |
| Place of Arrival | | |
| Arrival Time (Local time) | 00:00 | |
| Transfer | | |
| Date of Departure | | |
| Place of Departure | | |
| Departure Time | 00:00 | |
| Flight no | | |
| Airline Company | | |
| REGISTRATION FEES | | MODIFY |
| IOC Members | | 450 € |
| ACCOMMODATION | | MODIFY |
| Istanbul Nippon Hotel - 4 Stars Single 2011-09-12 / 2011-09-15 | | 160 € x 3 nights = 480 € |
| TOTAL (Total price including VAT) | | 930 € |
| PRINT | | SUBMIT and CONTINUE >> |

[Contact](#) [Privacy Policy](#)

This screen displays a summary of all the information (personal, travel-related, etc.) you have entered into the various screens of the system including the services you have booked. For changes click "Modify".

Once you have completed the information as desired (registration type, accommodation, personal information, etc.) it is suggested that you click "Print" and take a print-out of your data which you should retain until the congress date.



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 9) Approval Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. **APPROVE** 8. PAYMENT

CANCELLATION POLICY

A written notice of cancellation must be sent to Zed Event Management & Consultancy via e-mail bahar@zed.com.tr or fax: (+90 312 219 57 01)

- Registrations / Accommodations cancelled between April 1, 2011 and August 1, 2011, (75% of the registration fee refunded.)
- Registrations / Accommodations cancelled between August 1, 2011 and September 15, 2011, (25% of the registration fee refunded.)
- **No refunds will be made for registrations and accommodation after September 15, 2011.
- **No refunds will be made for Tours after October 15, 2011.

CONDITIONS

- 1) Applications for registration must be done **ONLINE**. All other type of registration methods will not be accepted and will be invalid.
- 2) All prices quoted on this form are in Euro (EUR). Payment must be made in EUR. Any credit card fees and surcharges are the responsibility of the registrant. Daily exchange rate (TL/EURO) of National Central Bank of Turkey will be applied.
- 3) Only credit card payments will be accepted for online registration. Cash and credit card will be accepted during on-site registration. Bank transfers, travellers cheque and currencies other than € (Euro) or TL (Turkish Lira) will not be accepted.
- 4) Registration will not be confirmed until payment has been received.
- 5) There is no refund for non attendance except as outlined in the cancellation policy.
- 6) The Congress Organizers have made every effort to ensure the accuracy of the details on this form at the time of printing, but reserve the right to alter or delete items from the program or the services as circumstances require.
- 7) Congress Organizers are not liable for any claims, damages or expenses arising out of cancellations, disruptions, changes or limitations to the programme or services as a result of any circumstances outside of their control including weather occurrences, terrorist events, travel restrictions or biological/health hazards or events.
- 8) Registrants are advised to arrange their own travel insurance to cover medical expenses, cancellations and all other risks.
- 9) The Congress Organizers, their officers and employees are not liable for, and the delegate releases them from any, claims, damages or expenses whether in respect to personal injury, death, loss or damage to the delegate or partner(s).
- 10) Instructions and other provisions in the online registration form, including the cancellation policy, are part of these registration conditions.
- 11) According to the Hotels procedures, Check-in time is 14:00pm and Check-out time is 12:00 (noon)
- 12) Accommodation dates are between **September 9, 2011 and September 19, 2011**. The online reservation system will not accept other requested accommodation dates.

VAT

All prices given on this web site includes VAT (%8, %18).

This page states the terms and conditions (cancellation conditions, legal rights and congress-related legal information) of the booking you have just carried out.

Please read this information carefully before you proceed to the next screen ("Payment"). You access the payment screen by clicking on the statement: "I have read the terms of service and agree" and pressing the "OK" button.



ONLINE REGISTRATION SYSTEM USER MANUAL

Step 10) Payment Screen

1. REGISTRATION 2. PERSONAL INFORMATION 3. TRAVEL INFORMATION 4. ACCOMMODATION 5. TOUR & SOCIAL EVENTS 6. DETAILS 7. APPROVE 8. PAYMENT

CREDIT CARD

* Card Owner

* Card Number

* CVV2/CVC2/Security Number

* Expiry Date

Card Type

Country

Please specify the country your credit card is oriented from

Amount (Total price including VAT) 930 €

PAYMENT WITH CREDIT CARD

Please state the country where your card has been issued.

This screen indicates that you have successfully completed all procedures and have come to the payment stage.

For speedy processing of the payment procedure you have to enter all required credit card information completely and correctly.

In case of wrong credit card information you will receive an error message. If you receive an error message despite being absolutely sure about the information's validity, please first contact your bank. If the bank is not at fault, please send an email to the following address: bahar@zed.com.tr. (Except in exceptional cases, do not send your credit card information to this address. The credit card information you enter in the above screen will only be seen by you and the bank, not by the organiser.)

The "Country" information on the screen is important and compulsory. If entered wrongly, the system will give an error message. If you are a participant from a foreign country, select "Other Countries", otherwise the money cannot be collected.

If you have successfully completed the payment process you will receive the following message as soon as the money has been collected:

"Your payment has been received successfully, a confirmation mail will be sent to your registered email address. Thank you for your participation."

*** If you want to make any changes to your registration, accommodation or tour/social programme after payment please contact bahar@zed.com.tr

Please close the screen after reading the information below."

After this message the system will send an automatic confirmation reply to the email address you have stated. The message comes from our Congress Registration and Accommodation Coordinator Ms Bahar AKBULUT. If you do not receive a confirmation message please contact Ms Akbulut by sending an email to this address: bahar@zed.com.tr.



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ONLINE REGISTRATION SYSTEM USER MANUAL

My credit card information is not valid. I should like to pay later. How do I have to proceed?

You can leave the payment screen by pressing the Exit button on your internet browser, return to Step 1 "Congress Registration Entry Screen" and request your Registration Key for later payment.

IMPORTANT NOTE: As long as we have not received your payment information you are not registered and you will neither receive an approval nor a confirmation email.

Istanbul awaits you....

We hope to be honored by your attendance to 22nd World Mining Congress.

ORGANIZATION TEAM

Official Event Organizer
ZED Event Managnt & Consultancy and Fair Services

22nd WMC Congress Registration & Accommodation
Ms. Bahar AKBULUT
Event – Operation Expert
Tel: 0090 312 219 57 00/355
Fax: 0090 312 219 57 01
E-mail: bahar@zed.com.tr