Detailed Instructions
Register and pay for ITD24

Begin on the ITD24 Conference Registration page (image below):
https://itd-alliance.org/conference-registration/

Step 1. Click on this link to go to the ConfTool system to register.

Step 2. Come back to this page to make payment after you've completed registration.

ITD Alliance — Home   ITD24   About   Membership   Members   Working Groups   Resources   News   Contact   Member Area

Conference Registration

To register, please take these two steps:

1. Register for the conference through your ConfTool account (or create a ConfTool account if you do not have one already): https://www.conftool.net/itd2024 . Do not forget to become a member of the ITD Alliance if you aren't already, and receive the reduced fees for members.

2. Return to the conference registration page (this page) and follow the payment instructions below to be directed to the secure Utrecht University payment system.

Your registration is complete when you have finished both steps.

Payment Instructions

1. Click on the price of the item that you selected while registering in ConfTool. This will redirect you to the secure Payment Service of Utrecht University and open the specific item directly. Click on 'add to cart'.

2. If you would like to purchase an ITD Alliance membership as well, come back to this page and click on the price of the relevant option for you. Click on 'add to cart'. Items you have selected before will be kept in your cart. You can then pay the whole order in one go.

3. Proceed to checkout on that page. Create an account and pay by credit card or iDEAL.

Fee categories	Early Bird	One day on site early bird	Online only early bird
Regular	€490,-	€260,-	€100,-
Regular Reduced I (ITDA members)	€410,-	€220,-	€75,-

Questions? Please contact us at itd24@uu.nl

Step 1. On ConfTool website

Create an account

Questions? Please contact us at itd24@uu.nl

Step 1. On ConfTool website
Creating Account

When creating an account (Register new), first you will find a form to enter basic name and contact information (no screenshot).

Account Information	
* User Name	CarynLAnderson
	Your user name must be at least two (2) characters long. It is case sensitive.
* Password	••••••••••••
	Passwords must have at least five (5) characters. They must include at least one letter (a–z) and one number (0–9). Passwords are case sensitive.
* Confirm Password	••••••••••••
	Please repeat your password for verification.
	Submit and Begin With Participant Registration
	Submit and Begin With the Submission of a Contribution
	Create User Account Only

At the bottom of the form is this Account Information section, where you create your username and password.

When you click this button, it will take you immediately to the ITD24 conference registration form (you won't have to log in again)

Step 1. On ConfTool website
ITD24 Conference Registration: 1. Participant Status

The status you select here will determine what prices show in the next section.

If you plan to join the **ITD Alliance** as part of your conference registration (or are already a member), select "Reduced I (Members of ITD Alliance)"

The next section is where you select the specific type of registration and ITD Alliance membership (prices are shown)

If you select a student or low income country status, you will be asked to upload a document to confirm your status.

Questions? Please contact us at itd24@uu.nl

ITD Conference 2024

Inter- and Transdisciplinarity Beyond Buzzwords:
Educational Pathways for Sustainable Research Collaborations

4 - 8 November 2024 | Utrecht, The Netherlands

← Overview   2:35:13pm CEST   👤 Caryn Anderson ⌄   ⤷ Logout

Overview > Participant Data

Registration for Participation - Step 2 of 4: Event and Item Selection

Please select the events and items of interest to you.

| 1. Participant Status ✔ | 2. Event and Item Selection | 3. Payment Details | 4. Confirm Registration |

Participant Status Information

User ID: **1433**
Date of First Registration: 27th May 2024, 02:34:54pm (Early Bird)
Participant Status / Group: Reduced I (Members of ITD Alliance)

Events/Items

Conference		Price
☑	**Conference Pass for ITD 2024** 4 - 8 November 2024 Utrecht, The Netherlands Full conference pass includes conference admission, coffee/tea/snacks, lunch, welcome reception on Monday with snacks and drinks	EUR 410.00
☐	**Online conference pass** 4.-8. November 2024 Online Online Only ticket, includes streaming of the 4 plenary events, posters and videos	EUR 75.00
☐	**One day conference pass** 4.-8. November 2024 Utrecht, The Netherlands One Day Conference Pass including conference admission for one day, coffee/tea/snacks, lunch	EUR 220.00

The prices here are determined by the status selected in the previous section. If these prices seem wrong, return to the previous Participant Status section using the button on the bottom left of the web page.

Questions? Please contact us at itd24@uu.nl

Step 1. On ConfTool website
ITD24 Conference Registration: 2. Event and Item Selection

If you choose to join the ITD Alliance to receive the discounted conference rate, select your membership option here. Otherwise, leave blank.

ITD Alliance memberships

☑ **1 year ITD Alliance Membership**
A one-year individual membership for the Global Alliance for Inter- and Transdisciplinarity (ITD Alliance). This allows to book the reduced conference fee. Please check other benefits and regulations here: https://itd-alliance.org/membership-3/

You opted for a one-year membership for the Global Alliance for Inter- and Transdisciplinarity ITD Alliance that enables full access to the benefits for ITD Alliance members (valid until August 2025, renews if not cancelled)

Membership for the Global Alliance for Inter- and Transdisciplinarity is open for all individuals and institutions engaged in or interested in collaborative modes of research and education.
More information on membership, as well for institutions on the webpage https://itd-alliance.org/membership-3/

EUR 100.00

☐ **2 year individual ITD Alliance Membership**
A two-year individual membership for the Global Alliance for Inter- and Transdisciplinarity (ITD Alliance). This allows to book the reduced conference fee. Please check other benefits and regulations here: https://itd-alliance.org/membership-3/ rity

You opted for a regular two-year membership for the Global Alliance for Inter- and Transdisciplinarity ITD Alliance that enables full access to the benefits for ITD Alliance members (valid until August 2026, renews if not cancelled)

Membership for the Global Alliance for Inter- and Transdisciplinarity is open for all individuals and institutions engaged in or interested in collaborative modes of research and education.
More information on membership, as well for institutions on the webpage https://itd-alliance.org/membership-3/

EUR 180.00

Miscellaneous

Remark of Participant

Click for summary of items and total amount due.

| Return to Step 1: Participant Status | Proceed to Step 3: Payment Details |

The top of this section summarizes the events and items you selected in the previous section. (screenshot continues on next page)

If anything is wrong, return to the previous section using the button on the bottom left of the web page.

You may choose to send a copy of your registration to a different person.

IMPORTANT: If you send the "invoice and receipt" to another person/office who you expect to pay for your registration, make sure they know that they need to make payment using the ITD Conference Registration page (separate from this ConfTool registration form).

Your registration is not totally confirmed until payment is received.

Invoice Address: Choose Recipient of Invoice and Receipt

* Recipient of invoice and receipt ◯ Use the address of the participant

Invoice address if different from the address of the user account

* Recipient of invoice and receipt ◯ Use an alternative address. Please select this option and enter details below.

EU VAT ID

EU VAT ID [ ]

If the receiver of the invoice is a business client and located in the EU, please enter your **EU VAT Identification Number**. Please do **not** enter your national tax number.

Payment Details

* Method of Payment ⦿ U_Utrecht_Payment_System - Once you have completed this registration in conftool, please follow to https://itd-alliance.org/conference-registration/ an overview page that is linked to the University Utrecht payment system. Please follow the instructions given there and chose the same items as you did in Conftool. You will receive the link as well in the provisional registration email when finishing this conftool registration.

Miscellaneous

Remark of Participant [ ]

[Return to Step 2: Event and Item Selection]   [Proceed to Step 4: Confirm Registration]

This reminds you that **AFTER you complete the ConfTool registration**, don't forget to go to https://itd-alliance.org/conference-registration/ to make your payment.

This link takes you to a final summary of the entire form for you to review before you submit.

Questions? Please contact us at itd24@uu.nl

This section summarizes everything you have entered. (screenshot continues on next page)

If anything is wrong, return to the previous section with the button on the bottom left of the web page.

This reminds you that **AFTER you complete the ConfTool registration**, don't forget to go to https://itd-alliance.org/conference-registration/ to make your payment.

Payment Details

U_Utrecht_Payment_System - Once you have completed this registration in conftool, please follow to https://itd-alliance.org/conference-registration/ an overview page that is linked to the University Utrecht payment system. Please follow the instructions given there and chose the same items as you did in Conftool. You will receive the link as well in the provisional registration email when finishing this conftool registration.

Confirmation of Registration Terms

Terms of Registration and Payment
- The **registration of participation is binding.**
- If you have to cancel the registration, you get 80% back until 30. September 2024. In all other cases, the financial responsibilities of the participants remain fully effective.
- The participation **fees are owed upon registration** and are payable within 7 days following submission of the registration (but not later than 7 days before the starting day of the event).
- Participation is not guaranteed until **full** payment of the registration fee is received.
- The conference programme may be subject to changes.
- Payments will be refunded if the conference will be cancelled by the organiser. In that case, the organiser will have no further liability to the client. Registrations remain valid if the conference has to be postponed.

* Confirm ☐ I have read and understood the above terms of registration and payment and declare acceptance.

Confirm Purchase AND Commence to Submit a Contribution

Return to Step 3: Payment Details

Confirm Purchase

This button will submit your registration form and email a copy (invoice) to the address you provided.

After you click here to submit, go to the ITD Conference Registration page to make your payment: https://itd-alliance.org/conference-registration/

You must mark that you understand and agree to the registration terms or the system will not allow you to submit the form.

Questions? Please contact us at itd24@uu.nl

Click on the Euro amount that matches the item you selected in your registration.

This will open the Utrecht University Payment Service system in a new tab.

Questions? Please contact us at itd24@uu.nl

Step 2. On Utrecht University Payment Service
Payment: Add name, Add to Cart

Utrecht University

🛒 0 items   Nederlands

Change language between Dutch and English

Conference Pass Reduced I Members of ITD Alliance (early bird)

Price
€ 410,00

Tax rate
No VAT

Reduced Conference Pass available for members of ITD Alliance. Conference pass includes conference admission, coffee/tea/snacks, lunch, welcome reception on Monday with snacks and drinks.

Name participant(s)

Caryn Anderson

Enter name and click Add to Cart

ADD TO CART

Questions? Please contact us at itd24@uu.nl

You will see the item in the cart.

If you also added an ITD Alliance membership item, go back to the ITD24 conference registration page (https://itd-alliance.org/conference-registration/) to add the membership item.

Utrecht University

🛒 1 item | Nederlands

🏠

Conference Pass Reduced I Members of ITD Alliance (early bird) added to your cart.

Login

1. Login   2. Order information   3. Review   4. Complete

Returning Customer

Username

Password

LOG IN   Forgot password?

New Customer

Email address

Username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

Password strength:

If you only registered for one item, complete the form to create an account as a New Customer. Now you can check out.

Questions? Please contact us at itd24@uu.nl

Click on the Euro amount that matches the item you selected in your registration.

This will open the Utrecht University Payment Service system in a new tab.

Utrecht University

🛒 1 item | Nederlands

🏠

1 year ITD Alliance Membership (individual, regular)

Price
€ 100,00

Tax rate
No VAT

A regukal one-year individual membership for the Global Alliance for Inter- and Transdisciplinarity (ITD Alliance) for students and inidividuals from low income contexts. This allows to book the reduced conference fee. Please check other benefits and regulations here: https://itd-alliance.org/membership-3/

Name participant(s)

Caryn Anderson

ADD TO CART

Enter name and click Add to Cart

Questions? Please contact us at itd24@uu.nl

Utrecht University

🛒 2 items   Nederlands

You will see two items in the cart.

🏠

1 year ITD Alliance Membership (individual, regular) added to your cart.

Login

1. Login   2. Order information   3. Review   4. Complete

Returning Customer

Username

Password

LOG IN   Forgot password?

New Customer

Email address

Username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

Password strength:

Confirm password

Passwords match:

Provide a password for the new account in both fields.

CREATE ACCOUNT AND CONTINUE

Complete the form to create an account as a New Customer. Now you can check out.

Questions? Please contact us at itd24@uu.nl
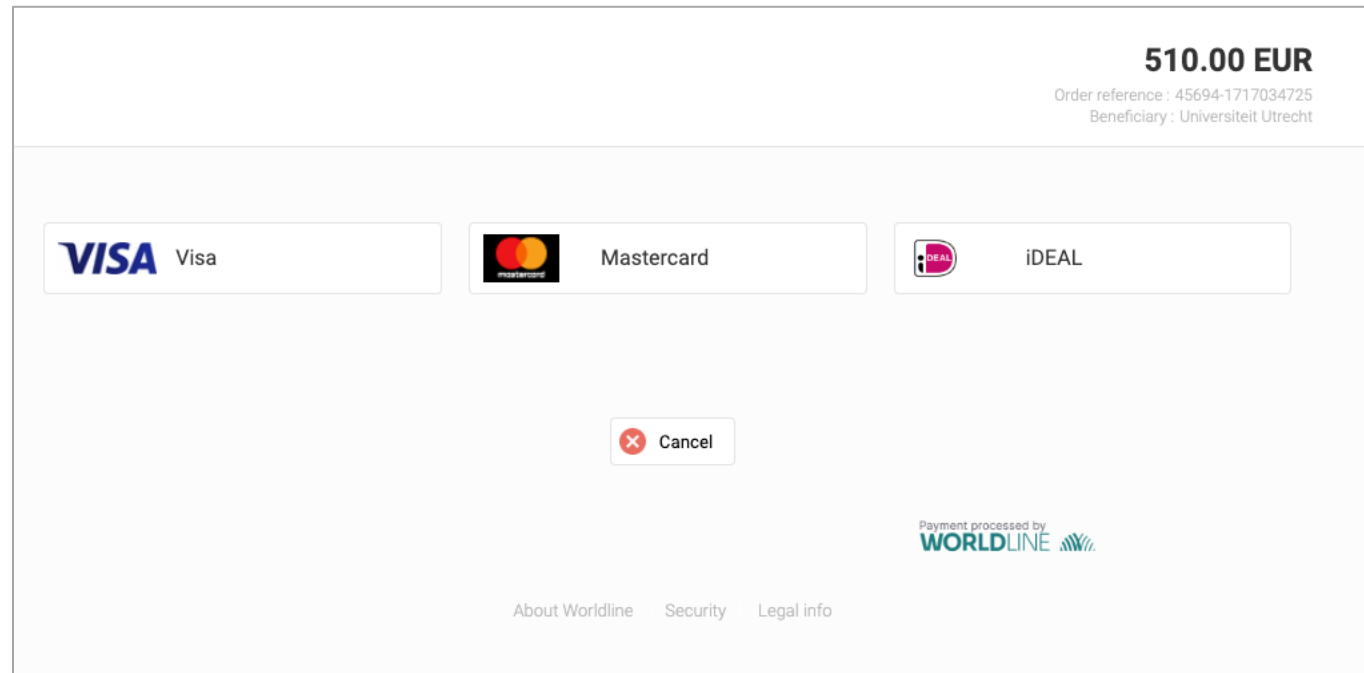
Step 2. On Utrecht University Payment Service Check Out

Change the country to show the correct address fields.

Step 2. On Utrecht University Payment Service
Check Out

The Review screen shows your purchase items and contact details.
If correct, click "**Pay and Complete Purchase**". (no screenshot)

You will then be taken to the payment window below to complete the transaction.

Thank you for registering for the ITD24 Conference!