how to apply and register

instruction

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Preface

It is our pleasure to invite you to participate in The ACPS 2021: Architecture, City, People, Structure:

The International Scientific Online Video-Conference.

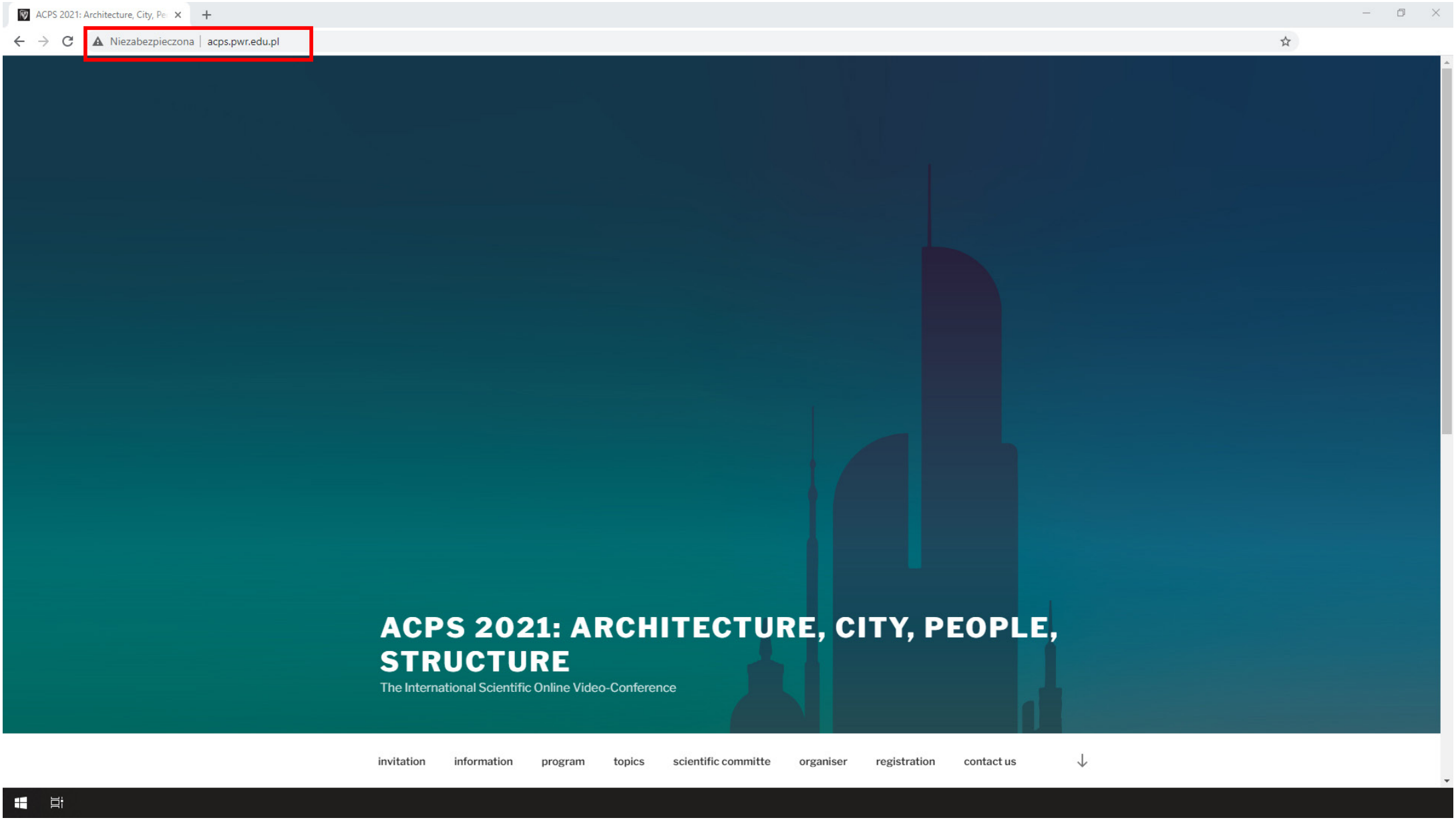
This short presentation is intended to guide you through the application and registration process.

Let’s do this together!

downloading the registration form

the first step is to download and save the registration form file on your computer

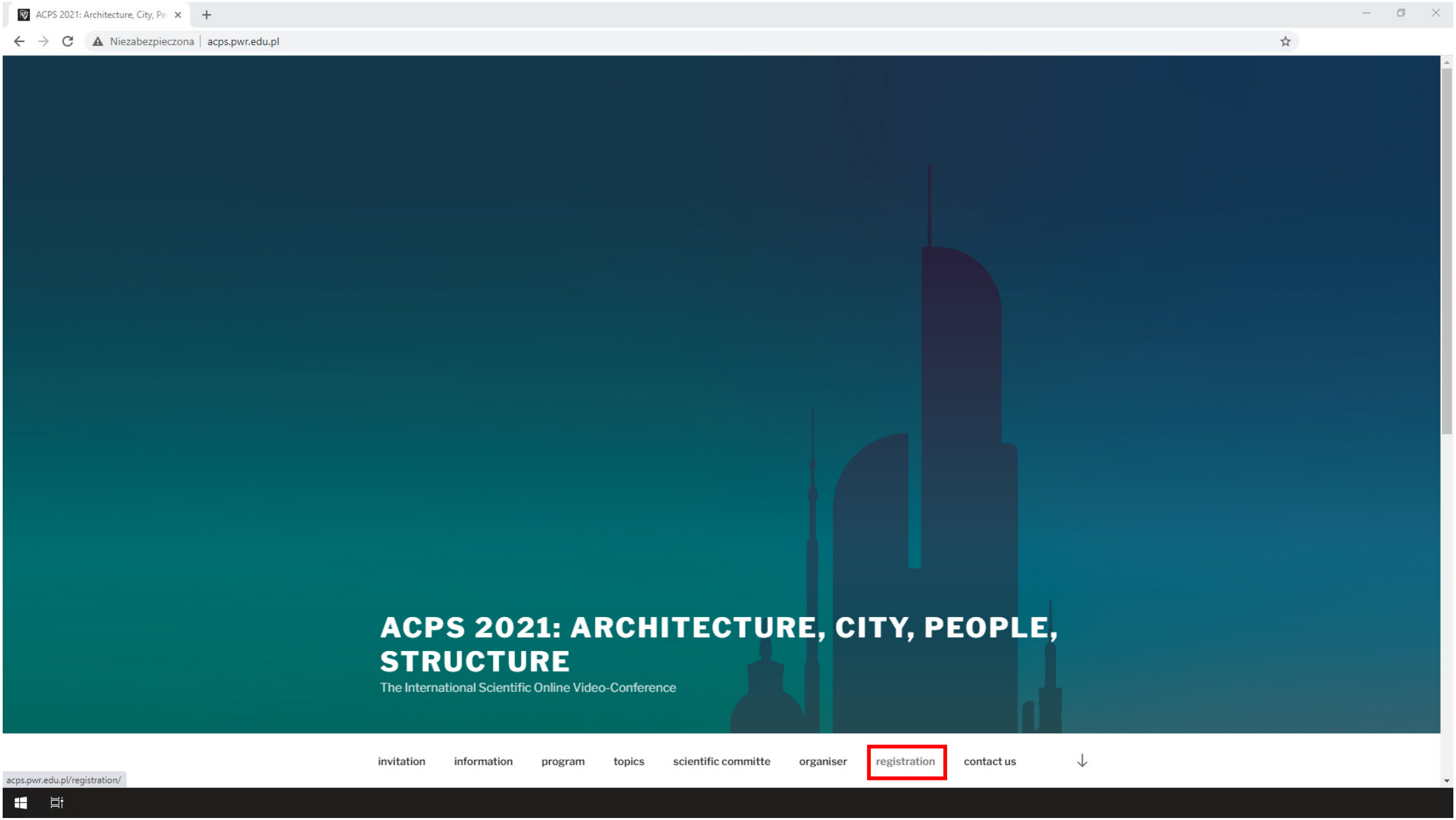
/the form can be found on the conference website/



step 1

go to the conference website:

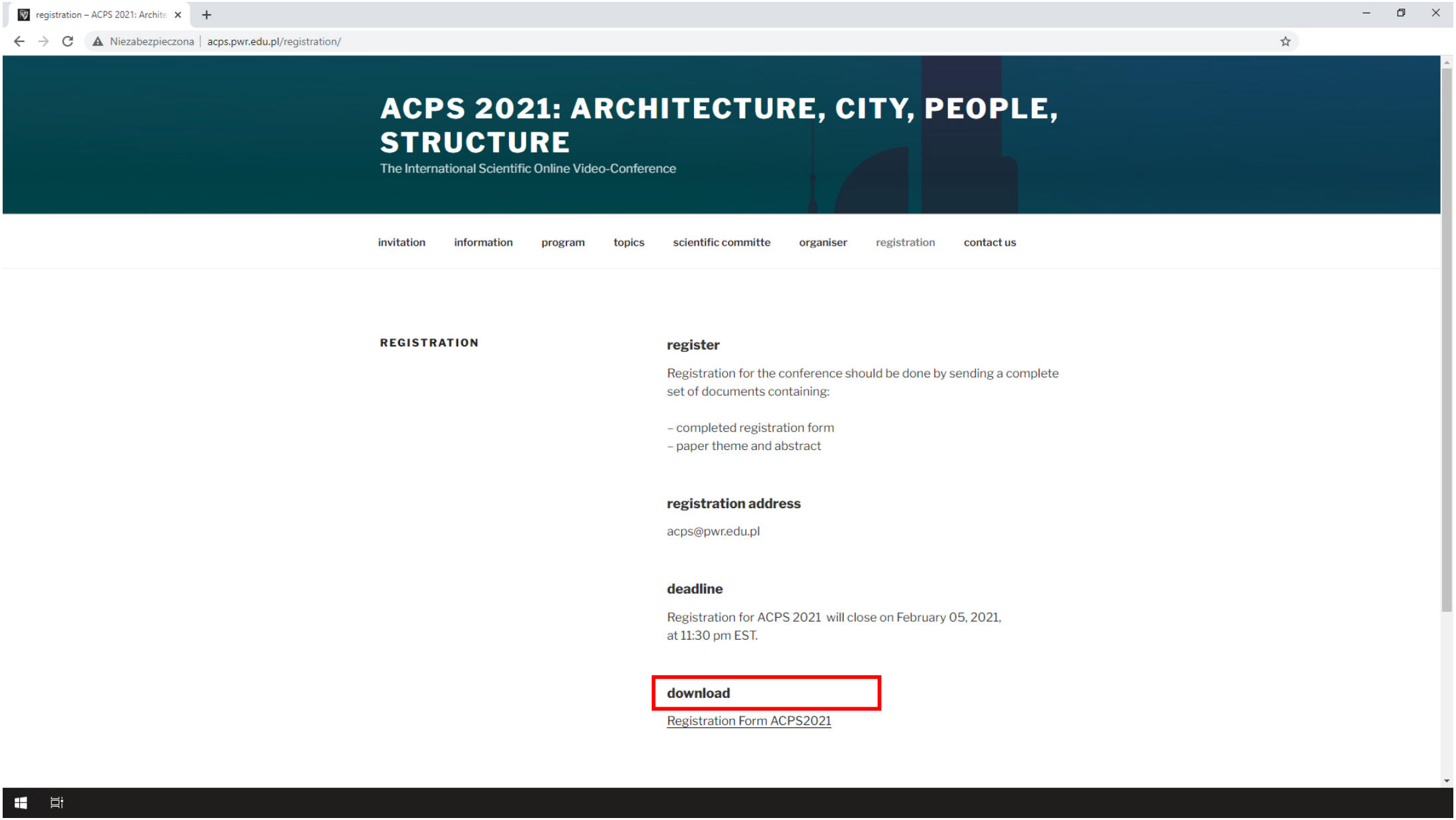
http://acps.pwr.edu.pl/



step 2

go to the registration subpage by clicking:

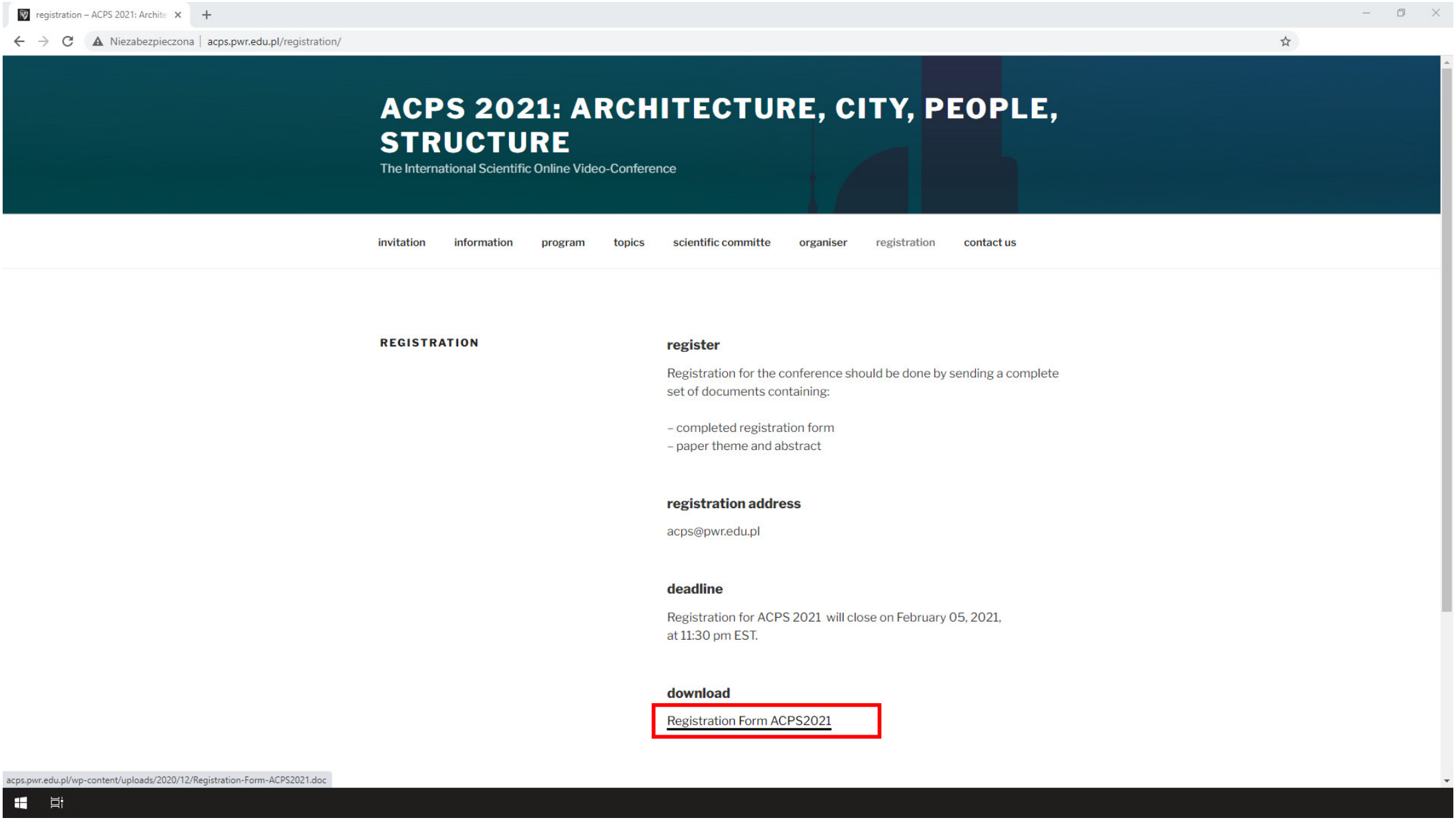
/registration/



step 3

scroll the page down to the subheading:

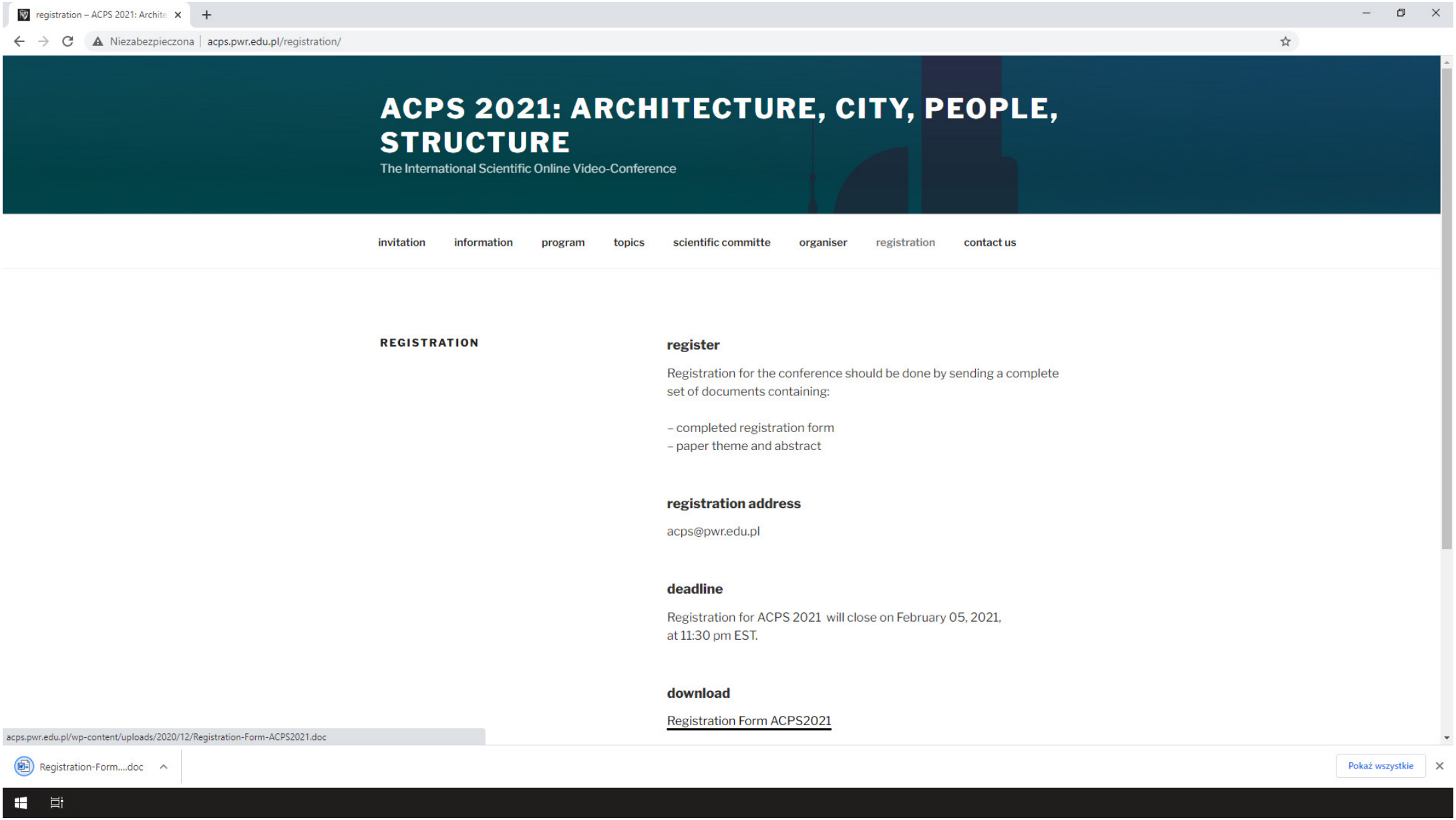
/dowload/



step 4

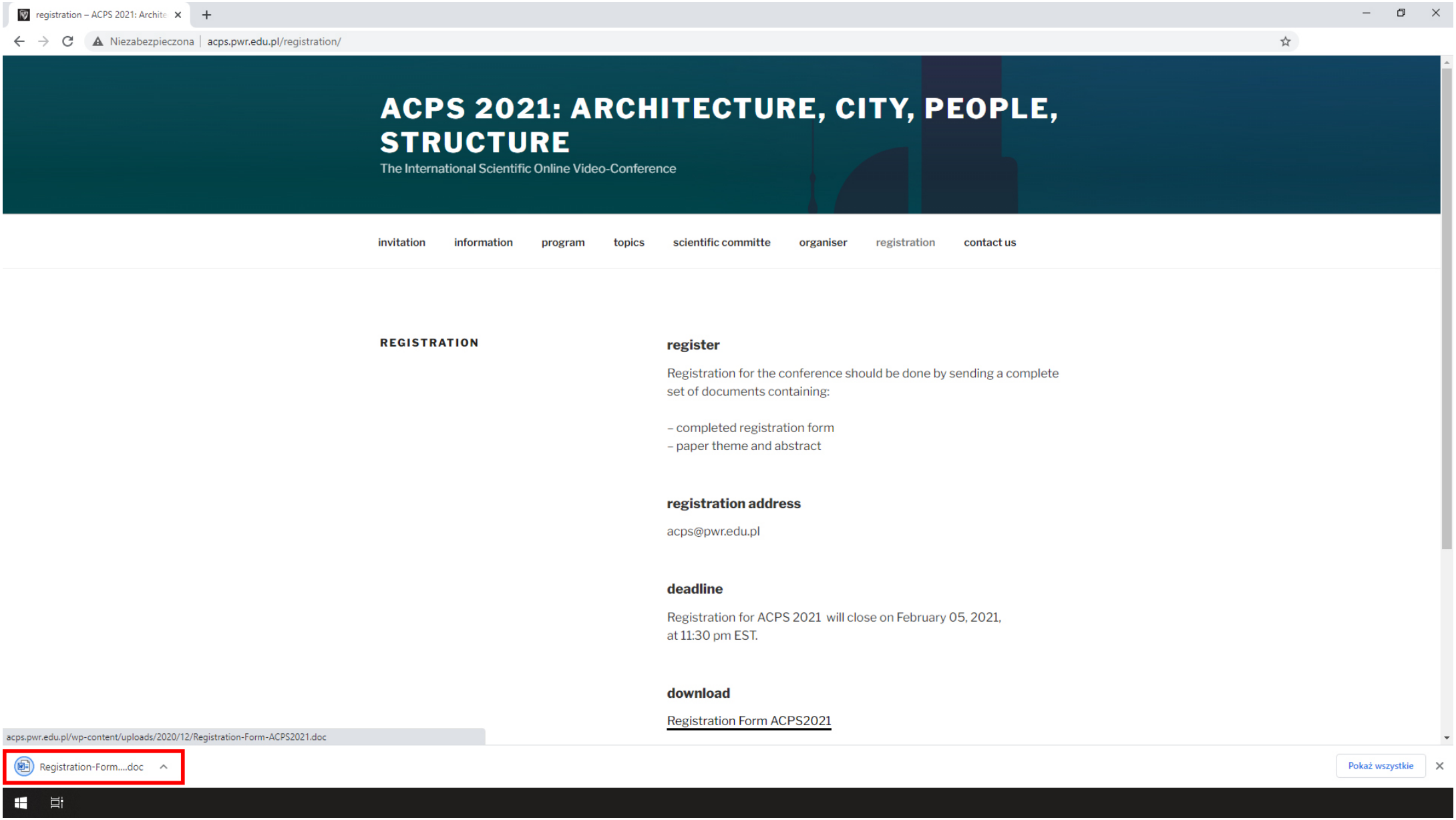
...and click the underline link:

/Registration Form ACPS2021/



step 5

the download process should start



step 6

once the download process is complete, open the file by clicking it

/Registration Form ACPS2021/

filling the registration form

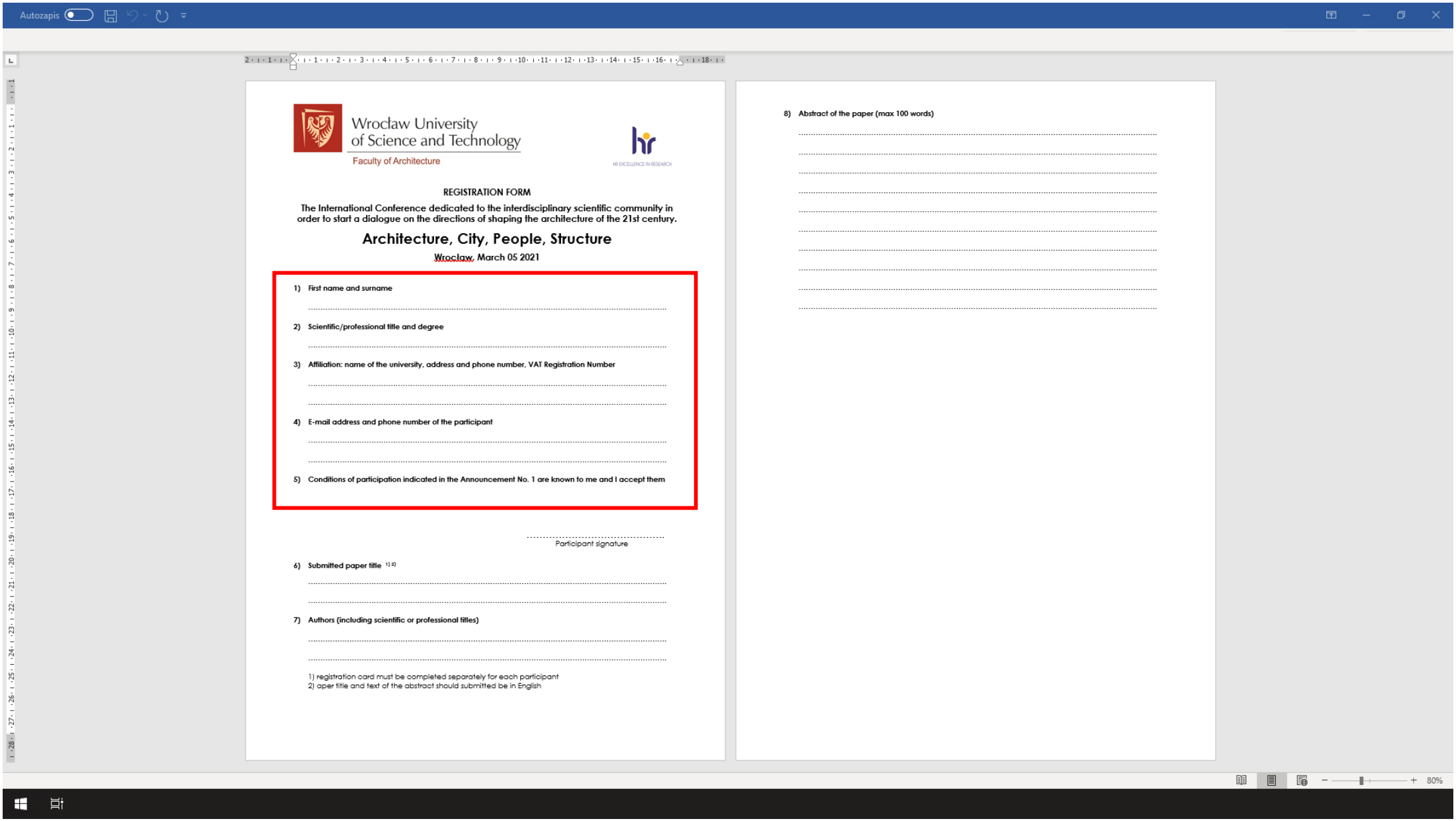
once the download process is complete, you can start filling out the form

don’t forget to rename the file before starting filling the form

please add your last name and first name to the filename,

preceding the original filename, as shown in the example below:

/lastname-firstname_ Registration-Form-ACPS2021/



Wrocław University of Science and Technology

Faculty of Architecture

REGISTRATION FORM

The International Conference dedicated to the interdisciplinary scientific community in order to start a dialogue on the directions of shaping the architecture of the 21st century.

Architecture, City, People, Structure

Wrocław, March 05 2021

1) First name and surname

2) Scientific/professional title and degree

3) Affiliation: name of the university, address and phone number, VAT Registration Number

4) E-mail address and phone number of the participant

5) Conditions of participation indicated in the Announcement No. 1 are known to me and I accept them

Participant signature

6) Submitted paper title [1) 2)]

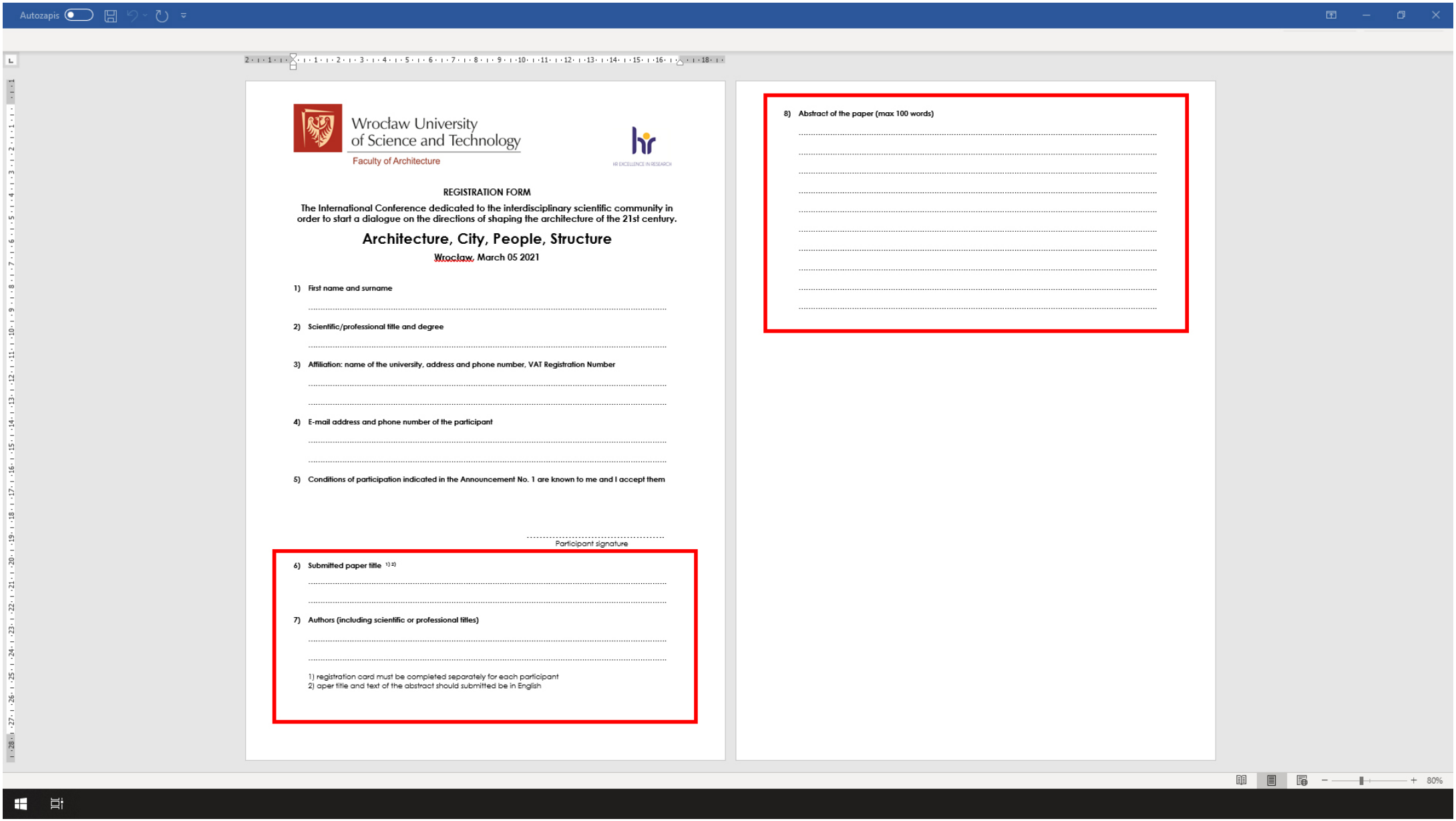
7) Authors (including scientific or professional titles)

1) registration card must be completed separately for each participant
2) aper title and text of the abstract should submitted be in English

8) Abstract of the paper (max 100 words)

step 7

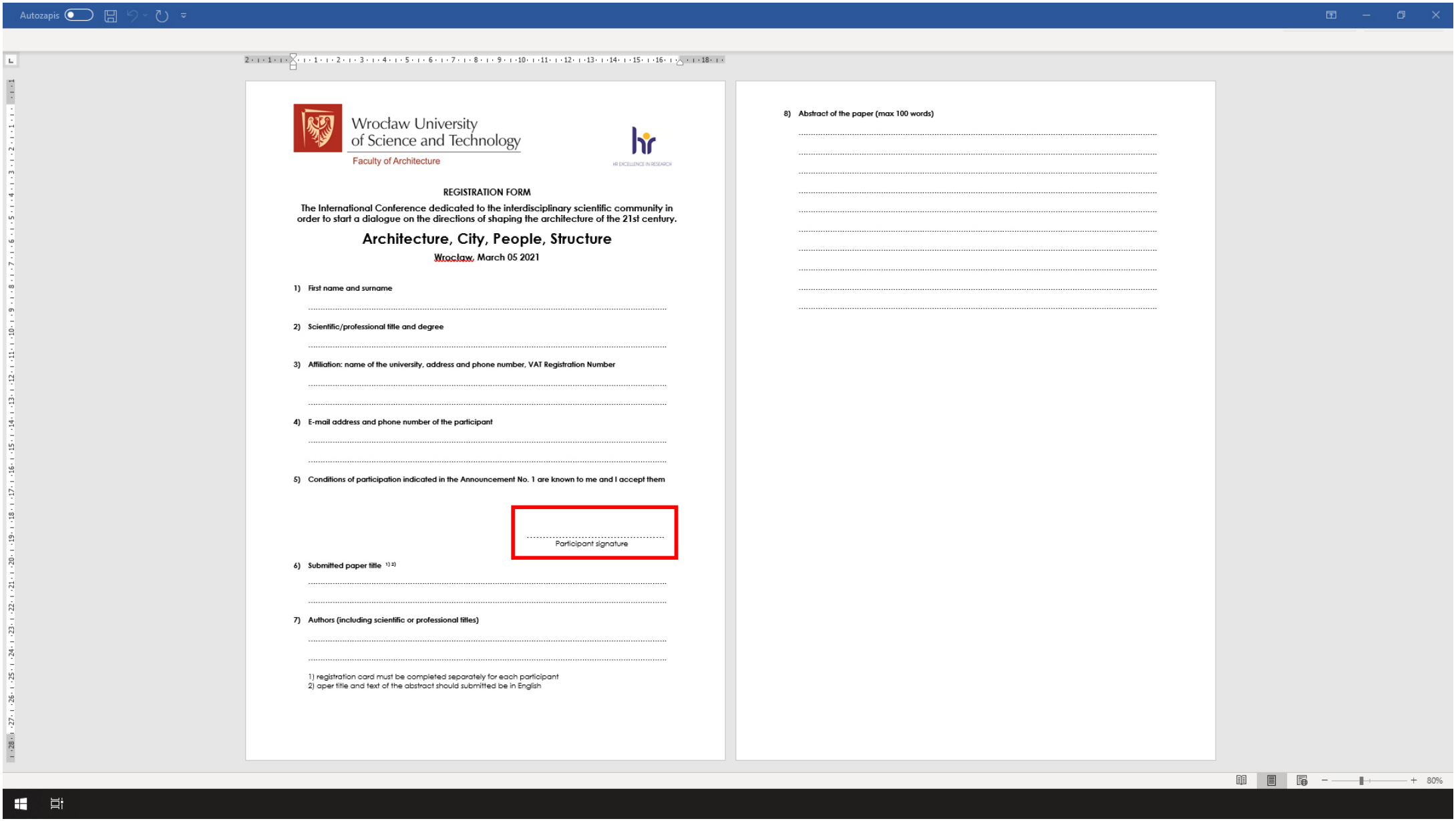
fill in your application data, according to the subheadings



step 8

fill in the form with the paper title, authors and abstract

according to the subheadings as well



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2) aper title and text of the abstract should submitted be in English

8) Abstract of the paper (max 100 words)

step 9

in sequence: save, print and sign the file

then scan the completed and signed form

step 10

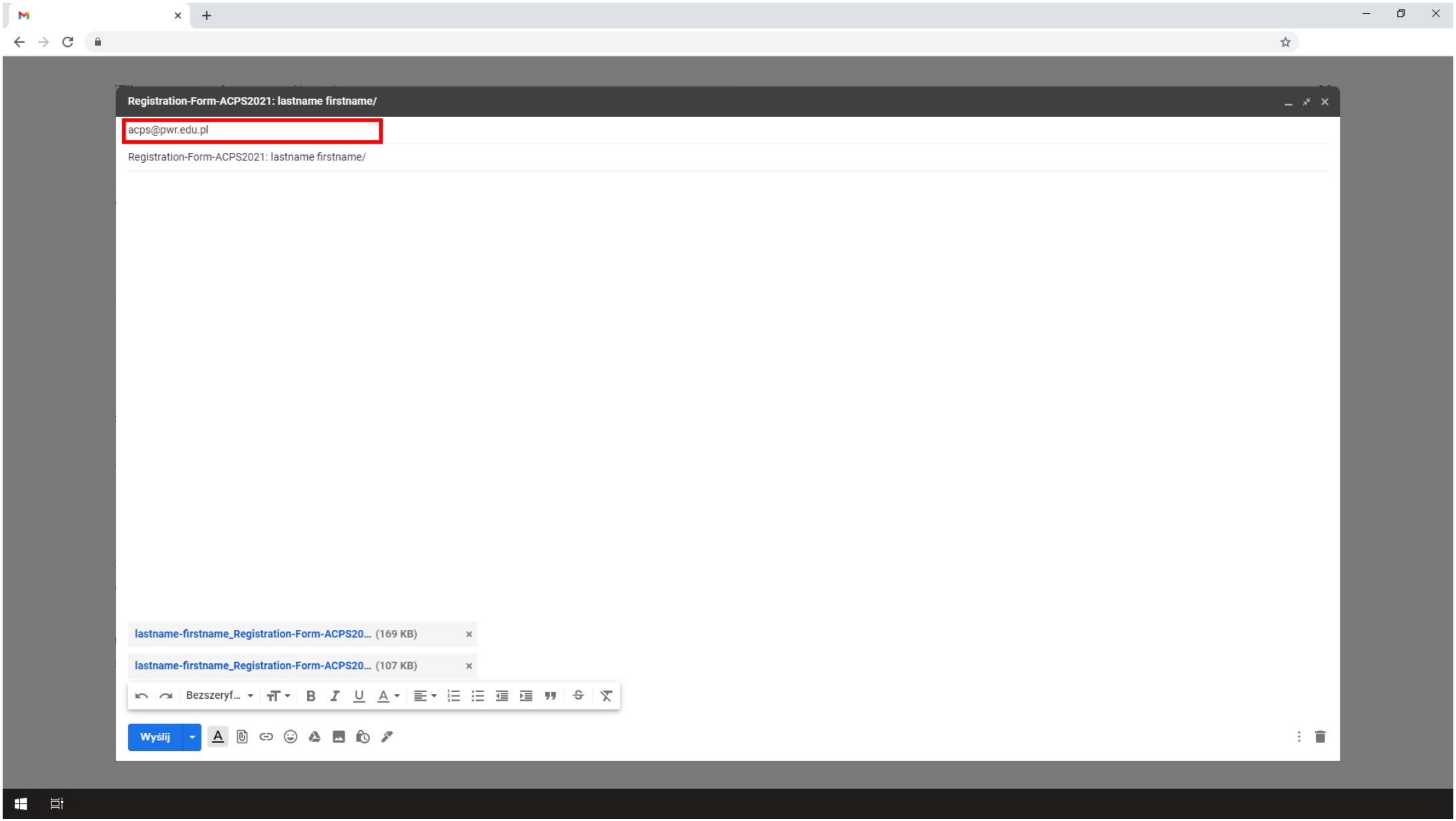
name the scan file according to the rule below

/lastname-firstname_ Registration-Form-ACPS2021_scan/

sending the registration form

once you've prepared the files, you can send them to us via e-mail! ;)

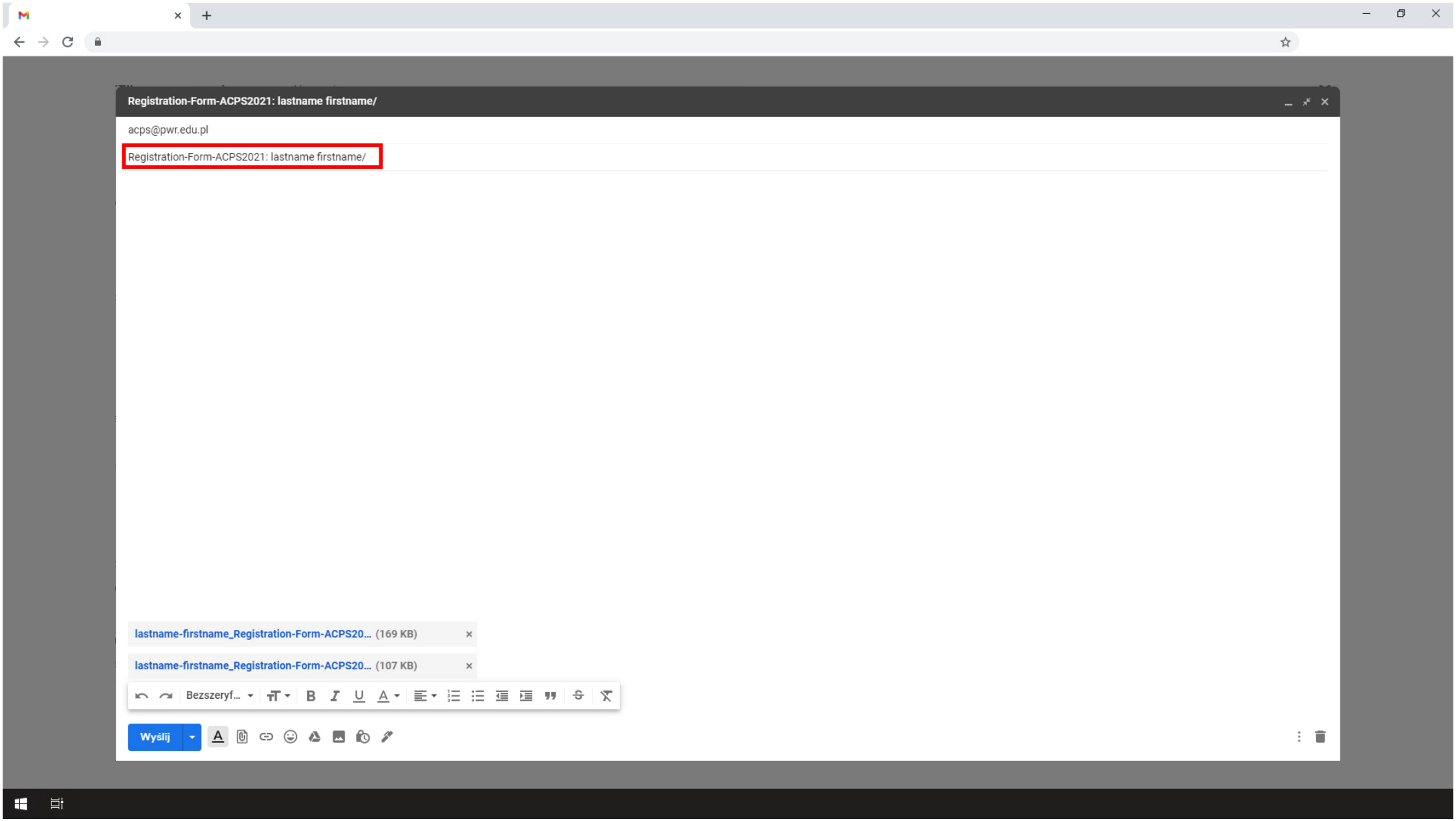
be sure to send the files before the registration deadline!



step 11

send the registration form to the address below:

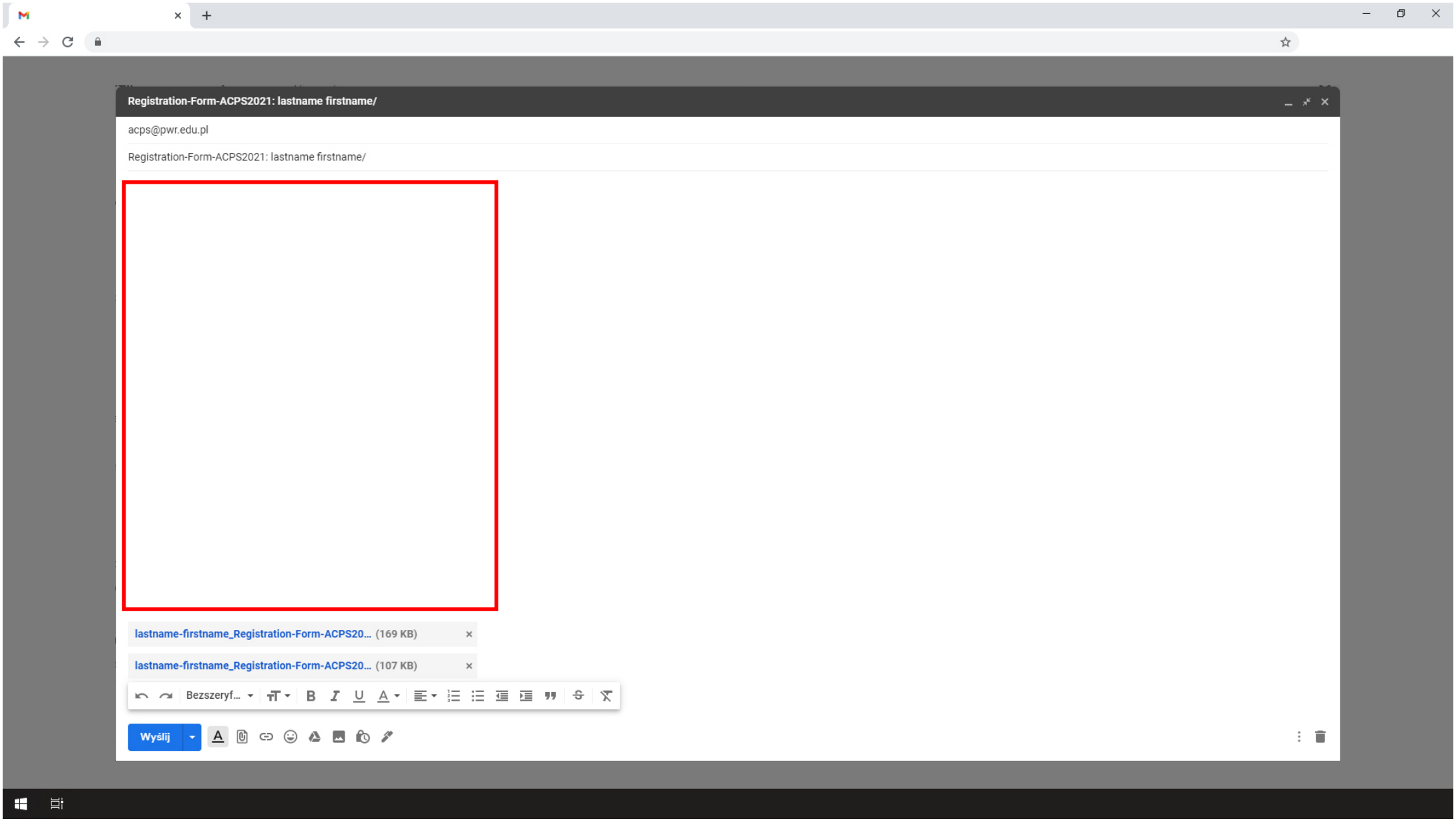
/acps@pwr.edu.pl/



step 12

filling subject line follow the rule below:

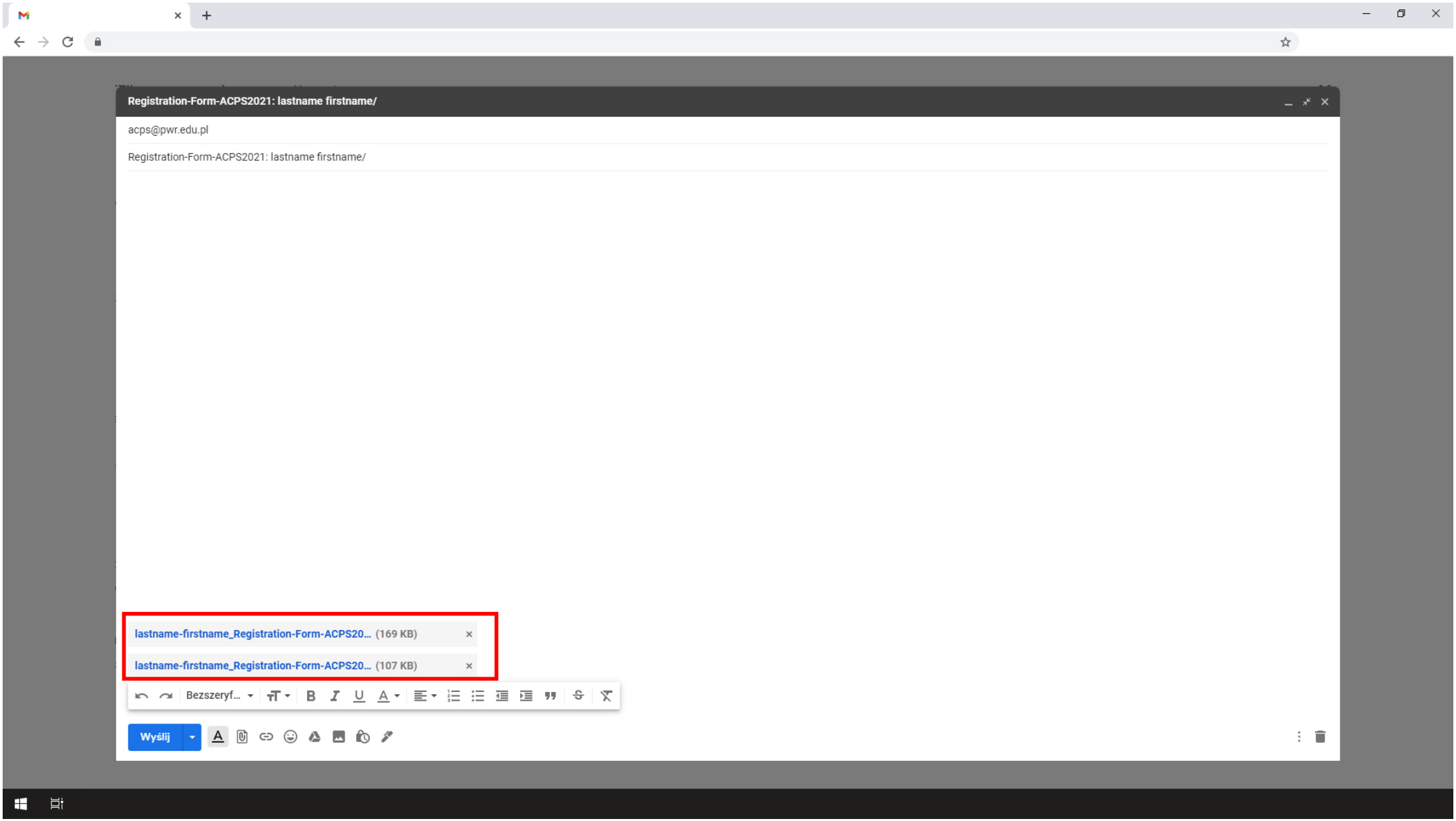
/Registration-Form-ACPS2021: lastname firstname/



step 13

write us a nice short note ;)

including the decision what publication you are interested in



step 14

important note: attach two files to the message:

/lastname-firstname_ Registration-Form-ACPS2021/ AND /lastname-firstname_ Registration-Form-ACPS2021_scan/

notification of acceptance

after sending the registration documents, all you have to do is wait for our reply message

when the time comes - check your inbox. if you do not receive the message on time - contact us by phone!

(be sure to check your spam folder first, though ;))

the conference fee payment

as soon as you receive a message with notofication of acceptance from us,

you will be able to pay the conference fee

all the necessary information related to the payment

will be provided in the above-mantioned message, including:

fee amount and bank transfer details

be sure to meet the payment deadlines:

if you make a last minute transfer - send us a confirmation of the transfer ;)

notification of participation

as soon as we receive the payment, we'll confirm your participation via e-mail

when considering application and registration process - that would be all ;)

do not miss the guide /how to participate in a zoom video conference/ - check it now!

See you soon! ;)