



To register, please, follow these steps

### Check your JACoW account

Please be sure you own a valid JACoW account from the [JACoW Central Repository](#) (the login name doesn't necessarily coincide with your email address. From the Central Repository it is also possible to reset your password by clicking the "Forgotten Password" button. However, you must enter your username to retrieve your password).

If you don't own a valid JACoW account, create an account at <https://oraweb.cern.ch/pls/jacow/profile.html>

### Make your registration

**First step (Indico system):** press the "[Register now](#)" button. Enter the data requested and click 'register'. Please, take notice that your registration is not complete at this step!

**Second step (IPAC'23 Registration Platform):** after registering in Indico you will be redirected to the Registration Platform for the **checkout page**. Click the checkout button after having accepted the terms and conditions. Alternatively check your emails: you should have received an email from the Indico System with the link for the checkout page of the Registration Platform.

Enter all data. Please, be aware that you will be asked to repeat the choice of the category, i.e. participant, student or exhibitor.

If you select "bank transfer" as method of payment, you will have to process your payment within 5 days. The registration is not validated until payment is received.

### Confirmation email

You will receive an email with the confirmation of your registration and cancellation policy. A username and password are given to access your **User Area**

(<https://registration.theoffice.it/cmsweb/Login.asp?IDcommessa=TO23002&Lang=EN&noflag=1>).

In the User Area you will be able to:

- modify your registration by
  - Entering your attendance to the social events until February 27, 2023, if not done yet;
  - add companions
  - add any further service related to IPAC'23
- download your invoice.

### Support

Please, contact [registration@ipac23.org](mailto:registration@ipac23.org) for any query.