STEP 1

Go to the Registration Portal using below Link:
http://www2.convention.co.jp/icc2013/registration.html

Scroll to the end of the page and click Registration Form

Registration Confirmation
A confirmation letter and invoice/receipt will be emailed to you once you have completed registration online. Please remember to bring your confirmation letter to the Congress venue to pick up your congress kit.

Cancellation
Cancellation must be made to the Registration Desk by e-mail. The amount of refund depends on the date of cancellation:
Cancellations received by Friday, April 19, 2013: 30% of the total will be refunded.
Cancellations received after Friday, April 19, 2013: No refund.
Please note that all refunds will be made within 3 months after the congress. Participants are responsible for the transfer costs for cancellation refunds.

Inquiries
ICC2013 Registration Desk
Tel: +65-6411-5683
E-mail: icc2013.reg@mcl-group.com
To view the full congress Terms & Conditions, please click here.
STEP 2

Click on **Register as individual participant**
STEP 3

You will require to create an account as New Users in order to register.
Step 4 – Personal Profile Information

After you have enter First Name, Last Name and Email, it will bring you to the “Personal Profile Information” Page.

Please answer all questions.

For your information, those questions with “*” is an compulsory questions need to be answer. (eg. Title:*, First Name:*, Last Name:*)

After completing all question, scroll to the end of the page and click next

(*) required field
Step 5 – Participant Information (For Accompanying Person information)

After click **Next** in the Personal Profile Information Page, you will see Participant Information Page.

If you have accompanying person, click **“Add new Accompanying person”** to enter his/her information.

If no, click **Next** to continue

**Participant Information**

Accompanying Person(s) (Up to a max. of 3 accompanying persons allowed)

Please enter the name of your accompanying person(s).

<table>
<thead>
<tr>
<th>Title *</th>
<th>First Name *</th>
<th>Last Name *</th>
<th>Nationality *</th>
<th>Email</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Accompanying Person

(*) required field
Step 6 – Event Questionnaires

In this page, you will need to answer all questions.

After which, click Next to continue

Event Questionnaires

Please complete the information below. All questions marked with a star (*) are mandatory.

**Other Information**

- How did you hear about this event? *
- Who covers the costs for this event? *

**Payment Details**

- Which currency will you pay in? *

(*) required field
Step 7 – Registration Page

Complete your selection of the Passes and Services you require.

After which, click **Next** to continue.
Step 8 – Registration Summary

Under this page, please review your order carefully before proceeding to payment. If all information correct, select your desired payment method, either Credit Card or Bank Transfer.

After which, click Proceed to payment

Registration Summary

Please review your order carefully before proceeding to payment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Unit Price</th>
<th>Actions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice LOH</td>
<td>Registration: Standard Passes, Non-member of an ISC affiliated society</td>
<td>JPY 32,000</td>
<td>x 1</td>
<td>JPY 32,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>JPY 32,000</td>
</tr>
<tr>
<td>TOTAL TO BE PAID:</td>
<td></td>
<td></td>
<td></td>
<td>JPY 32,000</td>
</tr>
</tbody>
</table>

Please select your desired payment method:
- Credit Card
- Bank Transfer
Step 9 (Part 1) – Payment

If you select payment mode is **Bank Transfer**, you will see below Bank Transfer Instructions. Click “I agree to, and accept the congress terms and conditions”. Then click **Continue**

### Payment

**Bank Transfer Instructions**

All costs (including all bank transfer fees) are to be borne by you, without any charge to the beneficiary. Do indicate your registration number on your bank transfer payment slip. You may find your registration number on the invoice (e.g. ICC2013-WXX or ICC2013-GXXX). Once the bank transfer payment has been made, kindly email us a copy of your bank slip. Upon receipt of your full payment, you will receive an official confirmation by email. Kindly instruct your bank to remit the full amount in the currency as shown on the invoice that will be sent to your email later, made payable to:

**For American Dollars (USD)**

- Account Name: MCI GROUP ASIA PACIFIC PTE LTD
- Account No.: 260-654438-183
- Bank Name: HSBC
- Bank Address: 21 COLLYER QUAY #01-00 HSBC BUILDING SINGAPORE 049320
- Swift Code: HSBCSGSG

**For Japanese Yen (JPY)**

- Account Name: MCI GROUP ASIA PACIFIC PTE LTD
- Account No.: 260-654438-181
- Bank Name: HSBC
- Bank Address: 21 COLLYER QUAY #01-00 HSBC BUILDING SINGAPORE 049320
- Swift Code: HSBCSGSG

I agree to, and accept the congress terms and conditions. To view the terms and conditions, please click [here](#).

[Change payment method]

[Continue >]
Step 9 (Part 2) – Payment

If you select payment mode is **Credit Card**, you will see below Credit Card Instructions. Enter your credit card details, click “I agree to, and accept the congress terms and conditions”. Then click **Continue**

Payment

**CREDIT CARD INSTRUCTIONS**

Please note that all fields are mandatory.

All balances debited or credited to your credit card are in the official congress currency that you have selected earlier on, American Dollars (USD) or Japanese Yen (JPY). Exchanges rates are determined by your credit card provider. Please note that debits to your credit card will appear as **MCI SUISE 5A** on the statement.

The card verification number (KFN) is known as CVV2 (Card Verification Value) by the credit card organisation Visa International and as CVC2 (Card Verification Code) by EUROCARD/Mastercard and Visa Cards. These numbers can be found on the reverse side of the credit card together with the credit card number.

![Credit Card Image]

Type:  
Number:  
Expiration date (MM/YY):  
Owner name:  
KPN Code:  

☐ I agree to, and accept the congress terms and conditions. To view the terms and conditions, please click here.

[Change payment method]  [Continue >]