

Instructions how to register for the accommodation packages on www.wsg2015.com

STEP 1:

You have to preregister at the IRV with the Preliminary Registration (most of you have done that already).

STEP 2:

- Enter the registration platform on www.wsg2015.com and click on 'Program'
- Scroll down and click on 'Room Reservations/Booking'
- Click on 'Click here to sign in'
- Click on 'Sign up today'
- Fill in the opening Registration Form and click on Save the Changes
- With your E-Mail and Password you can now log you into the system and state how many participants, officials, tourists etc. you will have and which/how many packages you want (a normal package is always Sunday to Sunday) → **Important: For us it's Package Category B**
- State if you'll need airport pickup-service

STEP 3:

- Send an email to helpdesk@wsg2015.com in which you state
 - a) where you want to stay (a list of available accommodation is just above the button 'Room Reservations/Booking' on the same website)
 - b) how many rooms (and if singles or doubles) you need

Registration and Payment

AICS provides an on-line registration platform giving you all needed support on the fulfilling of the procedure (see the previous section "Registration procedures: the WSG2015 online platform" for further details). According to the signed contracts for ensuring the hotel accommodation of all participants and the stage of all CSIT championships and non-official competitions, AICS introduces the following system for accepting applications and cancellation of reservations.

- **Deadline for submitting PRELIMINARY REGISTRATION (on-line): February 15th, 2015**
[Throughout the online-form you are requested to indicate just the number of persons, gender, sports discipline, hotel categories, estimated day of arrival and departure]
- **Payment of 50% of the total sum: February 15th, 2015 at the latest**
- **Deadline for submitting DEFINITIVE REGISTRATION (on-line): May 7th, 2015**

[Throughout the online-form you are requested to fill out names of persons, gender, sports discipline, hotel categories, exact time of arrival / departure and travel details etc.]

- **Payment of the remaining sum (100%): May 7th, 2015 at the latest**

Remark: only those participants who have transferred ALL payments are officially / finally registered

STEP 4:

If you want to arrive earlier or stay longer you'll have to send an email to csit@sportandschool.com to Elisa Franchi and tell her who you are, where you have booked and how many persons (who) arrive earlier or stay longer