

IPRED 8 Bulk Registration Instructions

Data-entry requirements for system upload

IMPORTANT - PLEASE FOLLOW THESE INSTRUCTIONS EXACTLY

The completed file will be uploaded directly into the registration system. The system accepts only specific predefined values. Any difference in spelling, capitalization, punctuation, wording, or format may prevent the data from being imported correctly.

Use only the exact values shown below. Do not translate, shorten, rephrase, or add text to fields that have predefined options.

Column / Field	Accepted value(s)	Instructions
Participant Type	Session Chairman Speaker Participant	Enter one value exactly as written.
Name Prefix	Prof. Dr.	Enter one value exactly as written.
Welcome Cocktail Reception	I will attend I will NOT attend	Enter one value exactly as written.
Cocktail for Accompanying Person	0, 1, 2, 3 ...	Enter the number of accompanying persons attending in addition to the registered participant. Cost: USD 50 per accompanying person. Enter numbers only.
Hotel Name	Melody Shalom Hilton	Enter one hotel name exactly as written.
Room Type	Single Double	Enter one room type exactly as written.
Hotel Notes	Free text	Use for dietary requirements, allergies or restrictions, accessibility needs, and special hotel requests.
Email Address	Valid email address	Enter a complete, active, and correctly formatted address, for example: name@example.com
Phone Number	Valid phone number	Enter a complete and valid number. Include the international country code when applicable.
Other Text Fields	Free text	Complete as regular text and check all names, organizations, titles, and other details for accuracy.

Before Returning the File

- ✓ Do not change, delete, add, or reorder any columns.
- ✓ Use only the exact accepted values shown above in all predefined fields.
- ✓ Check that all email addresses and phone numbers are valid and complete.
- ✓ Review names, organizations, titles, hotel notes, and all other free-text entries for accuracy.