

# 24<sup>th</sup> ESPANET Annual Conference

AUGUST 26 – 28, 2026 *ISEG, University of Lisbon*



INSTITUTE OF  
PUBLIC POLICY  
LISBON

THE EUROPEAN NETWORK FOR  
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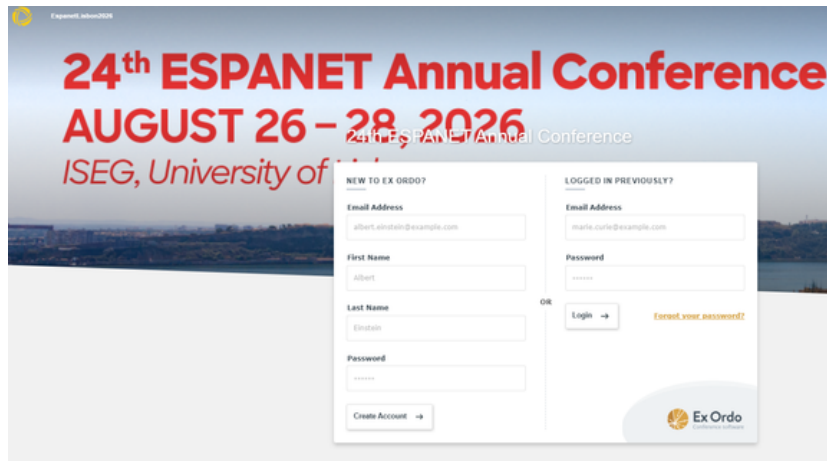
ISEG Research

## Conference Registration Manual – Step-by-Step Guide

## 1. Login to the Conference Platform

Begin by logging into the conference dashboard.

If you are an author or reviewer who has previously used the system for this conference, please ensure you use the same login credentials as before.

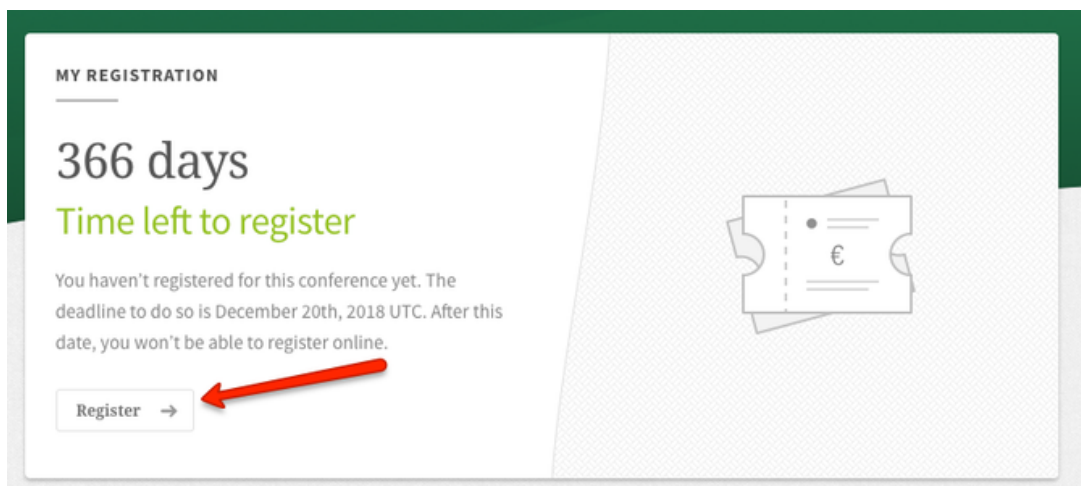


The screenshot shows the login page for the 24th ESPANET Annual Conference, held from August 26-28, 2026, at ISEG, University of Porto. The page features two login options: 'NEW TO EX ORDO?' and 'LOGGED IN PREVIOUSLY?'. The 'NEW TO EX ORDO?' section includes fields for Email Address (example: albert.einstein@example.com), First Name (Albert), Last Name (Einstein), and Password. The 'LOGGED IN PREVIOUSLY?' section includes fields for Email Address (example: marie.curie@example.com) and Password. A 'Login' button is located between the two sections. Below the 'NEW TO EX ORDO?' section is a 'Create Account' button. The ExOrdo logo is visible in the bottom right corner.

## 2. Access Registration

Once the registration period has opened, you will see a **Register** prompt on your **Dashboard**.

- Click the Register button to access the registration form.
- If registration does not open or the deadline has passed, please contact the Conference organisers.

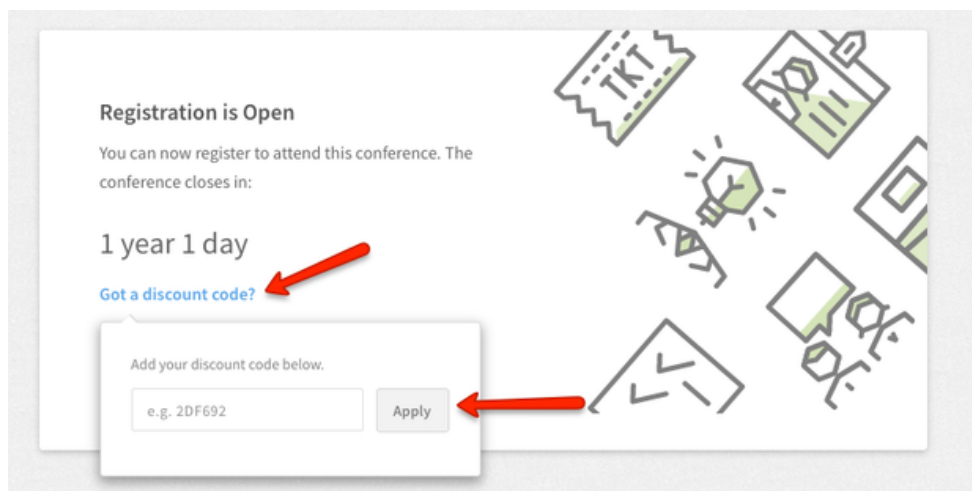


The screenshot shows the 'MY REGISTRATION' dashboard. It displays '366 days Time left to register' in green text. Below this, a message states: 'You haven't registered for this conference yet. The deadline to do so is December 20th, 2018 UTC. After this date, you won't be able to register online.' A 'Register' button with a right-pointing arrow is located at the bottom left. A red arrow points to this button. To the right of the text is an illustration of a conference ticket with a Euro symbol (€) on it.

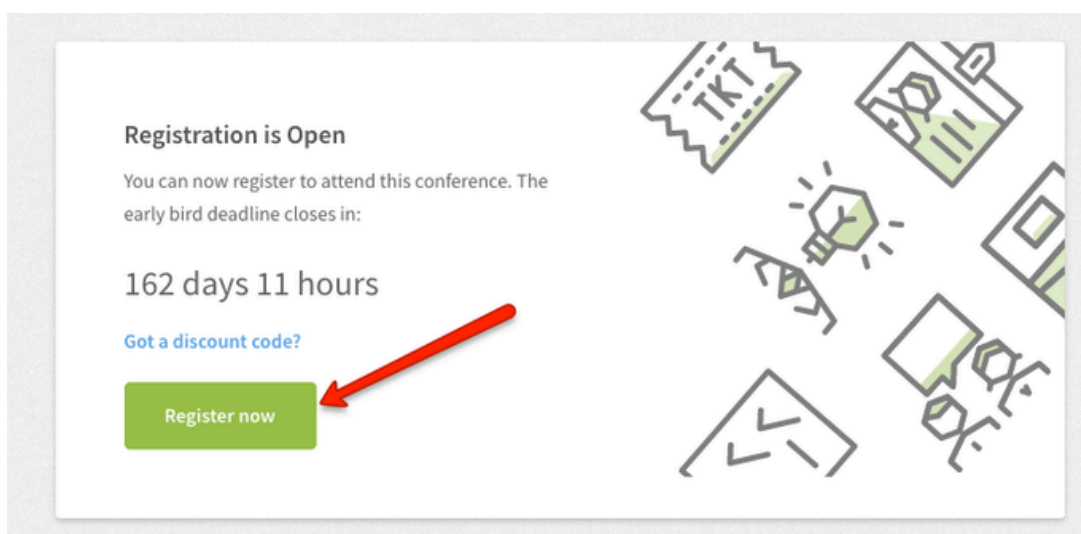
### 3. Discount Code (if applicable) & Registration

If you have a discount code, you may enter it at the start of the registration process.

- Click on "Got a discount code?"
- Enter your code in the field that appears
- Click Apply



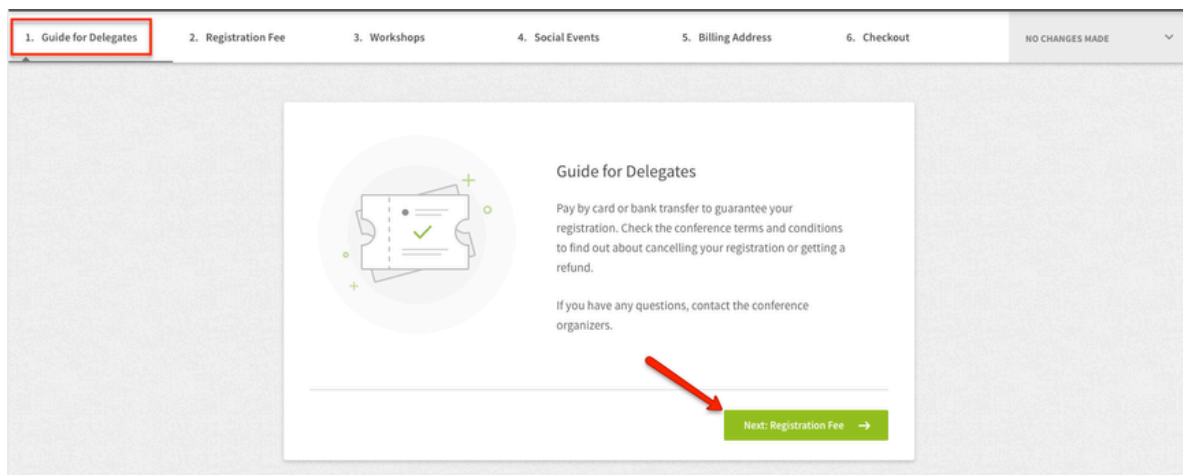
If you do not have a Discount code, you may start the registration process by clicking the 'Register now' button.



## 4. Delegate Information Page

The first page of the Registration Form provides general information for delegates. Please read this information carefully .

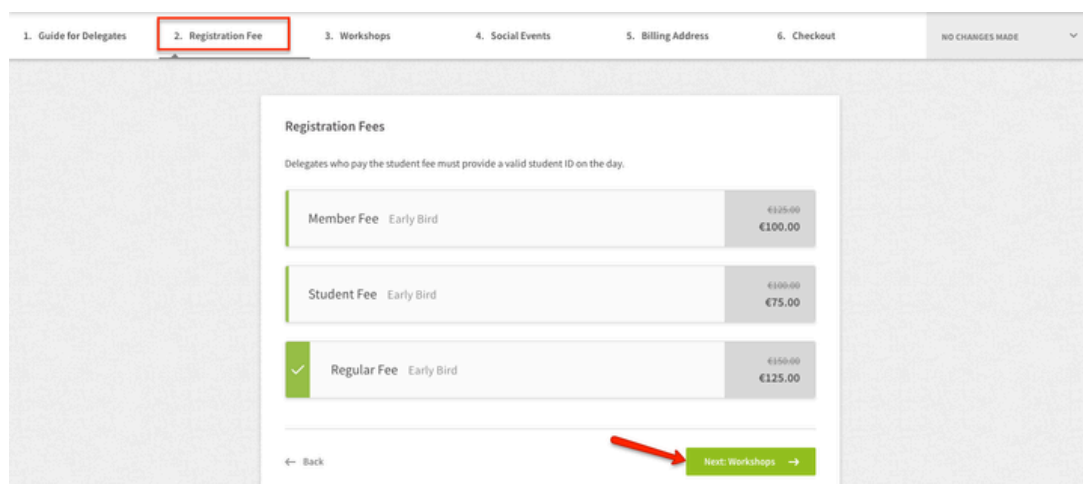
- Click Next to continue to the Registration Fee Selection.



## 5. Registration Fee Selection

This section displays all available Registration Modalities and respective Fees.

- Select the appropriate Registration Modality / Fee;
- If a valid discount code has been applied, the fee may be updated accordingly (e.g., €0.00 if fully covered)
- Click Next to proceed



## **6. Additional Information**

Please complete the following required fields to assist with event planning and logistics:

### **a. Name Badge (Name and Affiliation)**

Indicate how your name and institutional affiliation should appear on your conference badge.

### **b. Invoicing Information (Additional Details)**

Provide any additional information required for invoicing purposes.

### **c. Dietary Preferences**

Indicate any dietary preferences to be considered for catering arrangements.

### **d. Food Allergies or Intolerances**

Inform us of any food allergies or intolerances that should be taken into account.

### **e. Mobility and Accessibility Requirements**

Indicate any mobility, accessibility, or other requirements necessary to ensure full participation.

## 7. Billing Address

This is a mandatory step in the registration process and cannot be skipped. **These details will appear on your official invoice.**

- Enter your billing address and relevant details.
- Enter the VAT information if require this to be on your invoice.

4. Social Events

5. Billing Address

6. Checkout

### Billing Address

These are the details that will appear on your invoice.

Address Line 1

3 Atlanta house

Address Line 2

City

Galway

Country

Ireland

ZIP Code

*If you don't have a ZIP code, leave this blank.*

← Back

Next: Checkout →

## 8. Checkout and Payment

In the checkout section, you will see a summary of your registration and the total amount due. **Please review all selected options carefully.** You may return to previous steps to make changes if needed.

The payment of Fees is made y Bank Transfer:

- Select "Pay by Bank Transfer".
- You confirm your intention to pay the full registration fee.
- Your registration will only be confirmed once payment has been received and validated by the organisers.
- Bank account details for the transfer will be displayed after selection.

4. Social Events

5. Additional Information

6. Billing Information

7. Checkout

### Payment Needed

A payment of €255.00 is due on this registration. Check the details below, then proceed to payment.

[Got a discount code?](#)

Pay Now by Card

Pay Later by Bank Transfer



### REGISTRATION



#### REGISTRATION FEES

Standard delegate conference fee (Early Bird)

€255.00

## **9. Confirmation Email**

After completing the registration process:

- You will receive an automatic confirmation email.
- This confirms that your registration has been successfully submitted.
- Final validation is subject to payment confirmation by the Organising Committee.

## **10. Payment & Invoicing**

After completing the payment of the Registration:

- You will receive an email confirming the payment.
- In the next 15 days, you will be receiving an Invoice.
- If you need any change to your Invoice please contact the Organising Committee.

**We look forward to seeing you at the  
ESPAnet Conference!**

**[espanetlisbon@iseg.ulisboa.pt](mailto:espanetlisbon@iseg.ulisboa.pt)**