Have a question? Please email reserve@mcmaster.ca

Conference Registration Guide

ETAPS 2025



Housing & Conference Services

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Overview

The <u>register.mcmaster.ca</u> website is where you will be able to register for your event, book your overnight accommodations, and register for workshops. This manual provides a detailed list of instructions on using the registration portal.

Throughout this process, **please do not press refresh or go to the previous page**. If you wish to correct your booking, please use the GO BACK button at the bottom of the page when it is available.

Getting Started

Visit <u>register.mcmaster.ca</u> and create an account by clicking **"Create one here"**. Even if you have a MacID, you must first create an account on our platform. Once you have created your account, then you will be able to login using either your MacID Login or Guest Login.



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Have a question? Please email reserve@mcmaster.ca

Next, press the **General Registration** button.



Welcome Nahrain Hanna to the McMaster Conference & Event Services portal.

Please select an option from the navigation bar above.

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Search for your Event using your Group Code

Next, search for your event using your group code. The ETAPS 2025 conference has 3 unique event group codes depending on your affiliation.

Event Group Code	Guest Type
ETAPSGUEST25	External Guests (can be members or
	non-members)
ETAPSMAC25	Internal McMaster Guests (can be
	members or non-members)



Housing & Conference Services

General Registration Photography Requests Student Summer Accommodations

Search for your Event/Group

Do you have a special group code? Please enter it below to proceed. If you're unsure please consult with your event planning team.

Event/Group Code	
	SEARCH

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Log Out

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Shopping Cart Limit

Once you select your group, you will be taken to the welcome page. Please note the shopping cart limit of 4 items. If you wish to purchase more than 4 items, please make separate purchases. An example of 4 items in a single transaction could be your conference registration fee, accommodations fee, and 2 optional workshop fees.



Student Summer Accommodations

European Joint Conferences on Theory and Practice of Software (ETAPS) 2025

Photography Requests

Members, Non-Members & Students

Event Tickets

Welcome to the European Joint Conferences on Theory and Practice of Software 2025!

Shopping Cart Limit: Please note that the maximum number of items allowed in your shopping cart is 4. If you wish to purchase more than 4 items, please complete a separate transaction for additional items.

Please click on SAVE & CONTINUE to register.

SAVE & CONTINUE

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Log Out

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Personal Information

Now a page will appear that asks you to fill out your contact information along with general questions regarding your registration details. After confirming these details, press SAVE & CONTINUE.



General Registration Photography Requests	<u>Student Summer Accommodations</u>
Title	
First Name	
Last Name	
<empty></empty>	
Email	
Phone	
Phone Mobile Cell	

Overnight Accommodations

If you entered Yes to the "*Are you interested in booking on-campus accommodations at McMaster University?*" question on the previous page, you will be taken to the accommodations page.

Please pick your preferred arrival and departure dates. Select your preferred room by pressing **ADD TO CART** followed by the **CONTINUE** button.

For more information on the room types offered through for your building, please <u>https://housing.mcmaster.ca/future-residents/rooms/</u>. **Only the residences listed in the registration portal are available to book**.



Guest Expectations

You are required to agree to Guest Expectations terms and conditions by entering your Guest Login username (email) at the bottom of the page.

McMas University	ter	Housing & Co Services	onference		
General Registration Phe All guests are re agree to the Gu	equired to	ats Student Summer Accommode read the Guest Expect tations by completing	itions t ations below. At the the field at the botto	end you wi om of this pa	🔭 LogOut Ill need to age.
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	Section 4	O. Koya & Building Access P. Lost & Found Q. Američies I. Room Inventory B. Internet III. Laundry Racibles IN. Mail v. Fridges Rules, Regulations, and Policies			L
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Please enter your MacID to ;	(16:00) the bedroom.	following day where the guest may choose to if another time is agreed upon in the confirmal os your agreement to the guest expect	a retrieve their keys to their assigned tion email, the email will be the final tations.		¥



Purchasable Items (Optional Workshops)

You may register for optional workshops. You're welcome to register for as many as you are interested in. **Please keep in mind that you have a limit of 4 items in your shopping cart.** So, if you already have a registration fee and accommodations fee in your shopping cart, you will be able to add a maximum of 2 workshops at this point. You can always complete that purchase, log back in and register for more workshops.

Simply press **ADD TO CART** button and you will be brought back to the Purchasable Items page. Press **SAVE & CONTINUE** when you have finished adding everything you would like to purchase to your cart.



Shopping Cart Preview

You will now be taken to the Shopping Cart Preview where you will see the balance owing (full reservation amount due at time of booking – non-transferable/nonrefundable). If you wish to make a change to your shopping cart list, please click the **REMOVE** button. It will clear your cart entirely and if you wish to restart the registration process, click the McMaster Housing & Conference Services logo.



Payment

The Payment page will now appear where you will provide your payment information. Please refer to the website to see all available methods of payment offered.

Cardholder Name	
	٥

Once you have finished submitting your payment information, a text will appear that says Transferring... Please do not refresh your page – wait for the following page.

Registration Complete

After the payment has been processed, a page will appear that will confirm completion of your registration process. We recommend you print and save this page for your records.

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<u>General Registrati</u>	ion <u>Event Ticke</u>	<u>ts Photography</u>	<u>Requests</u> <u>Student Sur</u>	nmer Accommodations		1
Registration	n Complete	ised.				
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Confirmation Email

A confirmation email will be sent to the email you used to login for registration. If you cannot find it, please look in your "Junk Folder". The email appears as so:

Confirmation Email	
McMaster Conference and Event Services <reserve@mcmaster.ca> To: ● Nahrain Hanna</reserve@mcmaster.ca>	② ← Reply ← Reply all Porward ○ ← Reply all Thu 1/30/2025 10:24 AM
Caution: External email. Hello Nahrain Hanna,	
Confirmation ID: 293044	
Payment ID: 139792 Full Name: Nahrain Hanna Transaction Date: 2025-01-30 10:22:48 Invoice Number: 1738250569h9w29jJLkDJb2b2	
Thank you for registering in ETAPS 2025. You will receive a confirmation email after your payment is processed.	
Interested in off-campus accommodations? Visit this link to book at the local Shertaton Hamilton Hotel: https://ww id=1734621312620&key=GRP&guestreslink2=true&app=resvlink	w.marriott.com/event-reservations/reservation-link.mi?
Sincerely,	
The Conference & Event Services Team	
← Reply	

If you wish to arrange off-campus accommodations at the local Sheraton Hamilton Hotel, you may do so by <u>clicking here</u>.

We look forward to welcoming you to McMaster University and hope you enjoy your experience with us!