

Conference Platform : Manual Guide &

1. How to Log in
2. How to Change my participation options
3. How check my Pending Payments
4. How to Book accommodation at the Congress Venue
5. How to watch the Congress Live !



How to log in at the congress platform

Log in page : <https://bluetree.events/client/35ECIS2021/>

Username : **your email** & Password : **the one you create at your registration**

(If you don't remember your password , or if you skip that field, choose “ **Forgot your password, or Request a new one**” and follow instructions.

Step 1. Type your email (please do not use a copy/paste option),

Step2. Click Submit and you will receive an email with instructions

Step3. At the email you just received click [Reset Password](#)

Step 4. Type your new password

Step 5. Log in!

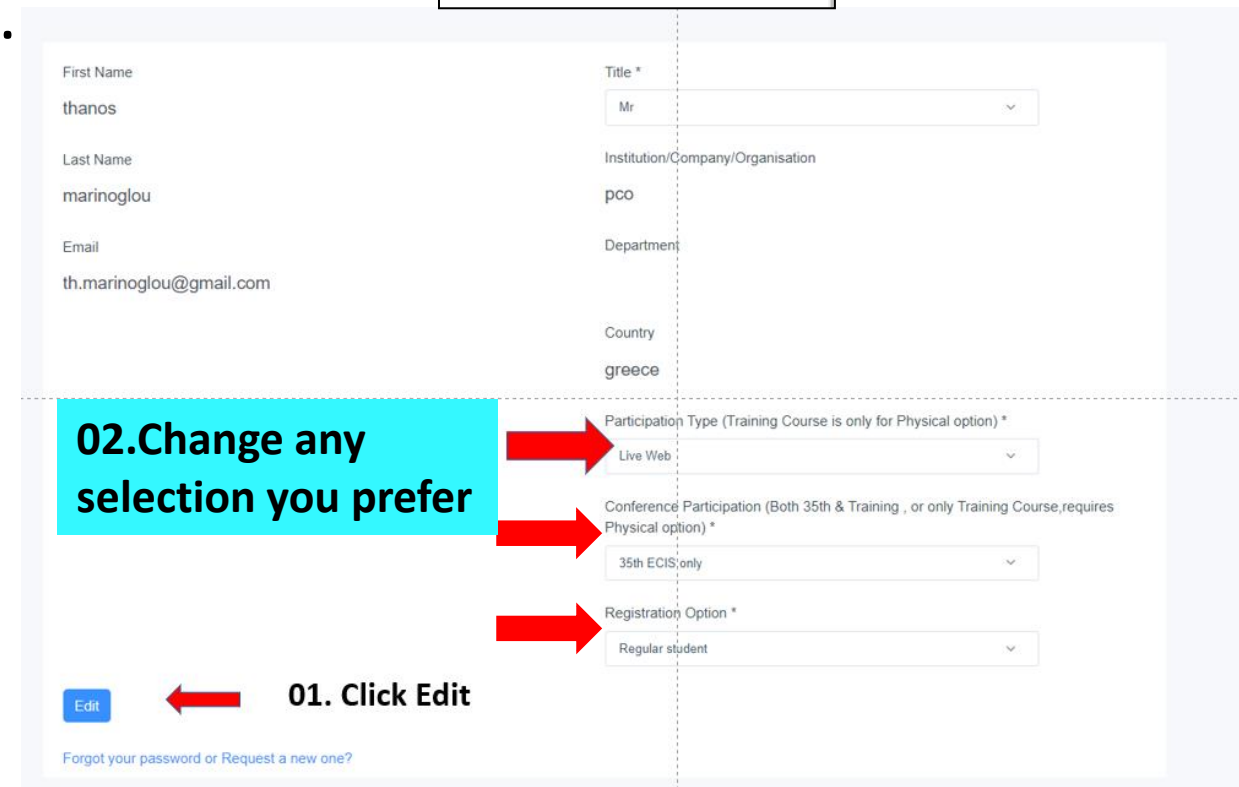
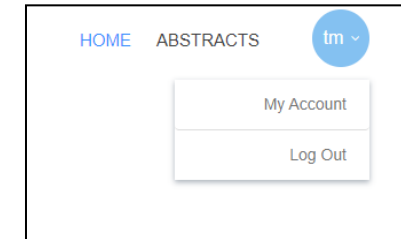
How to Change my participation options

Participation type : From Physical to Web or v.v.

Conference participation: From only 35thECIS to ad Training course or v.v.

My registration Option

- Step 1 → Log in at the congress platform (*check the previous slide*)
- Step 2 → you will see on your top right menu My Account → click it !!
- Step 3 → Select from your account info the edit button.
- Step 4 → Change your selection
- Step 5 → Click Save

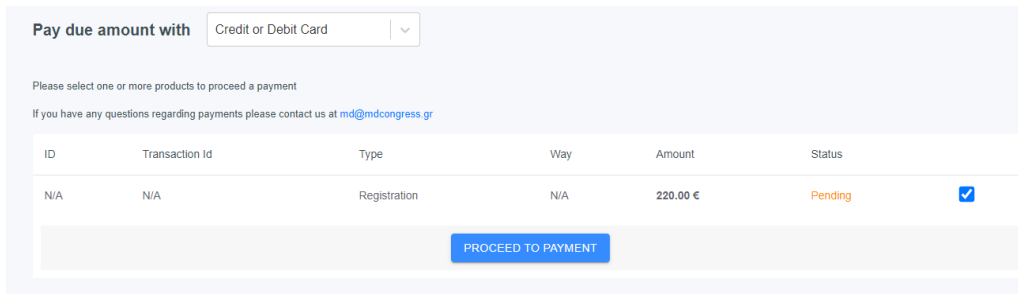
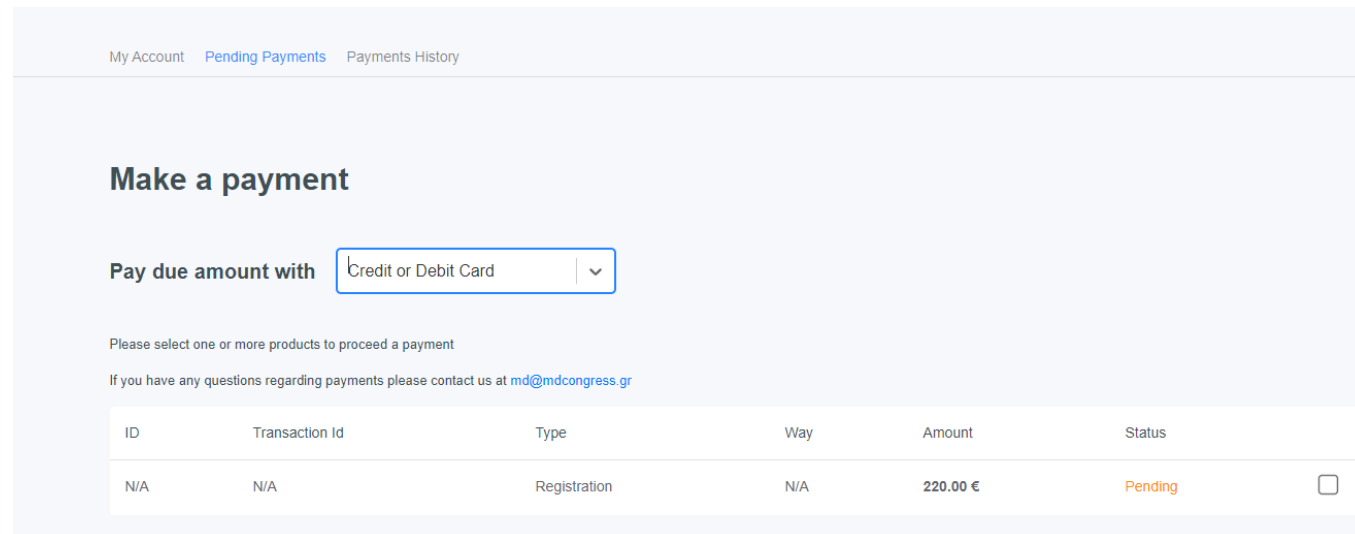
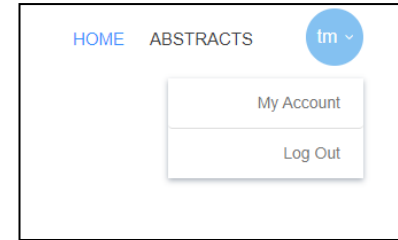
A screenshot of a user profile edit form. The form is divided into two columns. The left column contains text input fields for 'First Name' (thanos), 'Last Name' (marinoglou), and 'Email' (th.marinoglou@gmail.com). The right column contains dropdown menus for 'Title *' (Mr), 'Institution/Company/Organisation' (pco), 'Department', 'Country' (greece), 'Participation Type (Training Course is only for Physical option) *' (Live Web), 'Conference Participation (Both 35th & Training , or only Training Course, requires Physical option) *' (35th ECIS only), and 'Registration Option *' (Regular student). At the bottom left, there is a blue 'Edit' button. A red arrow points from the 'Edit' button to the text '01. Click Edit'. Another red arrow points from a blue box containing the text '02. Change any selection you prefer' to the 'Participation Type' dropdown menu. A third red arrow points from the same blue box to the 'Conference Participation' dropdown menu. A fourth red arrow points from the same blue box to the 'Registration Option' dropdown menu. At the bottom left, there is a link that says 'Forgot your password or Request a new one?'.

How to check my pending payments

Change or Choose payment method (from bank transfer to credit card)

Proceed to payment

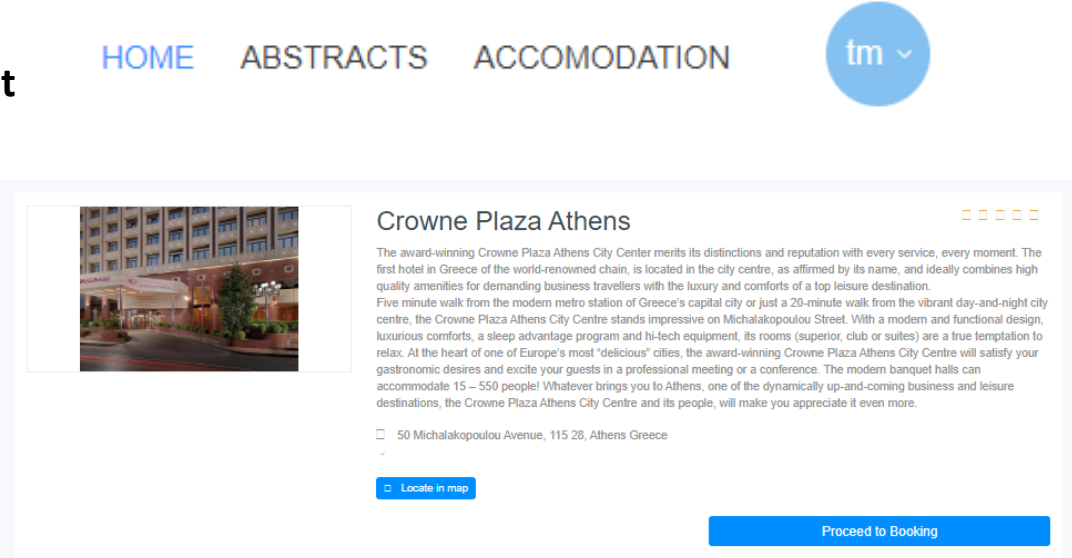
- **Step 1** → Log in at the congress platform (*check the previous slide*)
- **Step 2** → you will see on your top right menu My Account → click it !!
- **Step 3** → Select Pending Payments
- **Step 4** → Choose or change from Bank transfer to Credit or Debit Card
- **Step 5** → Proceed to payment



- Click on payment history to check all payments

How to Book accommodation at the Congress Venue

- **Step 1** → Log in at the congress platform (*check the previous slide*)
- **Step 2** → you will see on your top right menu Accommodation -> Click it
- **Step 3**→ Read the hotel information and click proceed to booking
- **Step 4** → Select type of room, check availability
- **Step 5** → Proceed to booking - payment



The screenshot shows a website navigation bar with 'HOME', 'ABSTRACTS', and 'ACCOMODATION' (sic) links, and a user profile icon labeled 'tm'. Below the navigation is a card for 'Crowne Plaza Athens'. The card features a photograph of the hotel building, a title, a star rating of 4.5, and a detailed description of the hotel's amenities and location. At the bottom of the card, there is a 'Locate in map' button and a prominent blue 'Proceed to Booking' button.

HOME ABSTRACTS ACCOMODATION tm

Crowne Plaza Athens

The award-winning Crowne Plaza Athens City Center merits its distinctions and reputation with every service, every moment. The first hotel in Greece of the world-renowned chain, is located in the city centre, as affirmed by its name, and ideally combines high quality amenities for demanding business travellers with the luxury and comforts of a top leisure destination. Five minute walk from the modern metro station of Greece's capital city or just a 20-minute walk from the vibrant day-and-night city centre, the Crowne Plaza Athens City Centre stands impressive on Michalakopoulou Street. With a modern and functional design, luxurious comforts, a sleep advantage program and hi-tech equipment, its rooms (superior, club or suites) are a true temptation to relax. At the heart of one of Europe's most "delicious" cities, the award-winning Crowne Plaza Athens City Centre will satisfy your gastronomic desires and excite your guests in a professional meeting or a conference. The modern banquet halls can accommodate 15 – 550 people! Whatever brings you to Athens, one of the dynamically up-and-coming business and leisure destinations, the Crowne Plaza Athens City Centre and its people, will make you appreciate it even more.

50 Michalakopoulou Avenue, 115 28, Athens Greece

Locate in map

Proceed to Booking

- **Important !!: In order to book accommodation any pending dues regarding your registration must be completed !!**

How to watch the Congress Live !



The Conference is Hybrid.

Registered with [Live web type of participation](#) have access to the Live Streaming (only through the congress platform)

Registered with [Physical type of participation](#) have access to both : Physical and Live Streaming

- **Step 1** → Log in at the congress platform (*check the previous slide*)
- **Step 2** → you will see on your top right menu **Videos** -> Click it (**available on September 5th**)

HOME **VIDEOS** SCHEDULE SPEAKERS ABSTRACTS SPONSORS



- **Step 3** → Choose the Congress Room you want to see
- **Step 4** → Click play