Invited speaker

Organizer

① Register (without payment)

Paying participants

② Register (with registration fee)

③ Book and pay board&lodging

CSF platform

MV booking platform

④ Exchange of various information

Registration process

1 Invited guests/organizers: register at the CSF platform with the "Invited speaker code" – no payment of a registration fee

2 Self-paying participants: register at the CSF platform usually with the payment of a registration fee. Once registration is competed they receive a link with a booking code for the Monte Verità booking platform

3 Self-paying participants: book and pay for their hotel room and their meals at the Monte Verità booking platform

4 Organizer submits trough the CSF platform:

- Excursion & conference dinner form (**2 month** before the event)
- bedroom assignment of invited guests (CSF platform)
- Meals booking for invited guests
- Conference rooms set-up

At least two weeks before the event