

## Help summary to the usage DPCS (Diamond Professional Congress System) online registration and submission system

### Step 1

Open the official website of the conference, and select „*On-line registration*“ from the left hand side main menu.

### Step 2

If this is the first time you visit this site, and have not **registered your e-mail** address yet, please click register link, then type your e-mail address, and a chosen password. Attention, please do not use national characters. The fields are case sensitive. After doing so, please enter the database with your selected login parameters.

### Step 3

Please select „*Personal details, pre-registration*“ from the menu. **Fill in your personal details.** If you do not find your company/institute among the „*Workplace*“ datasheet, please press the „*Add workplace*“ button, and after providing the information press „OK“. Abstract submission and final registration can be arranged only after pre-registration.

### Step 4

At this stage you are able to **submit your abstract**. Please select „*Abstract & paper submission*“ from the menu. This appears only after filling in the pre-registration form. Click „*New abstract*“ and give the basic parameters of your abstract by filling in the datasheet. Please, do not paste your abstract in the textbox. Rather, please provide some keywords here, you find appropriate regarding your work. After filling in the abstract form, please scroll down, and press „*Create*“. After doing so, you will reach the file upload interface. By clicking the „*Browse*“ and „*Upload*“ buttons, you are able to upload the file of your abstract.

### Step 5

Here you can arrange **final registration**, hotel and optional programme reservations. Please select your registration category and payment method first. If you do not do so, you will not be able to reserve accommodation, because the other submenus will appear only afterwards. At the „*Financial summary*“ menu, you may check the status of your accounts and payments and print a pro forma invoice for bank transfer if you need one.

**Fields marked by \* are mandatory to be filled in at all pages.  
If you do not do so, you will not be able to step forward.**

**If you need any help, please contact us:**

**[diamond@diamond-congress.hu](mailto:diamond@diamond-congress.hu)**

**Further information is available:**

**[http://www.diamond-congress.hu/dpcs/dpcs\\_english.htm](http://www.diamond-congress.hu/dpcs/dpcs_english.htm)**