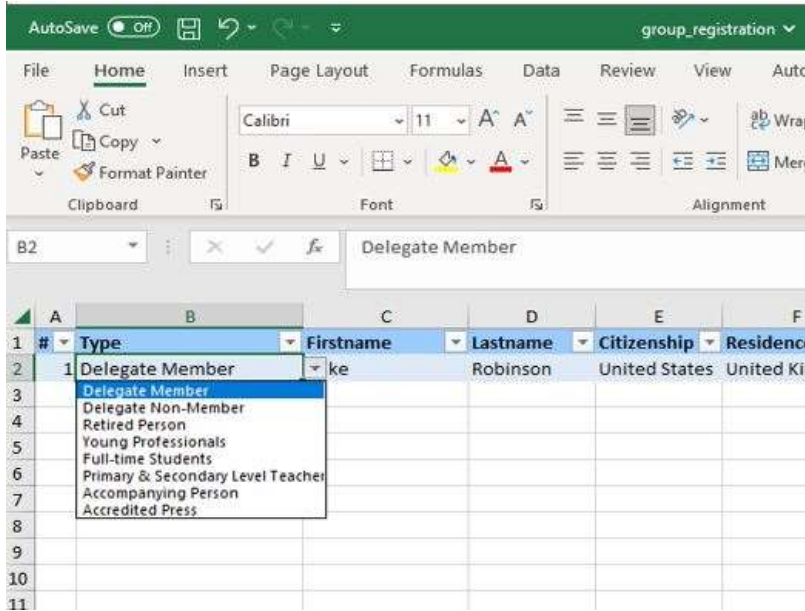


How to insert data to the excel file:

Before you get started

Before you start sending group registration excel file, set up your file and make sure that all the fields filled without missing any required information. Excel file should be filled properly and all information is mandatory to fill. Please download from iac2023.org for the group registration file, fill it in and then send it to the following email address: group-reg@iac2023.org

1. Fill out the form according to the sample row in excel.
 - 1.1 Select participant category

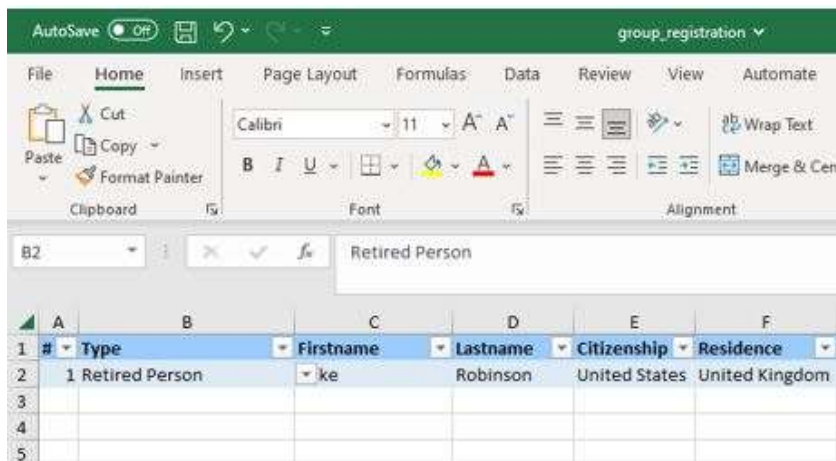


- 1.2 The category "Accompanying person" can only be selected after the selection of the main category has been made

2. All the required documents must be uploaded in a ZIP file



3. Retired Person category:



- 3.1 Each image

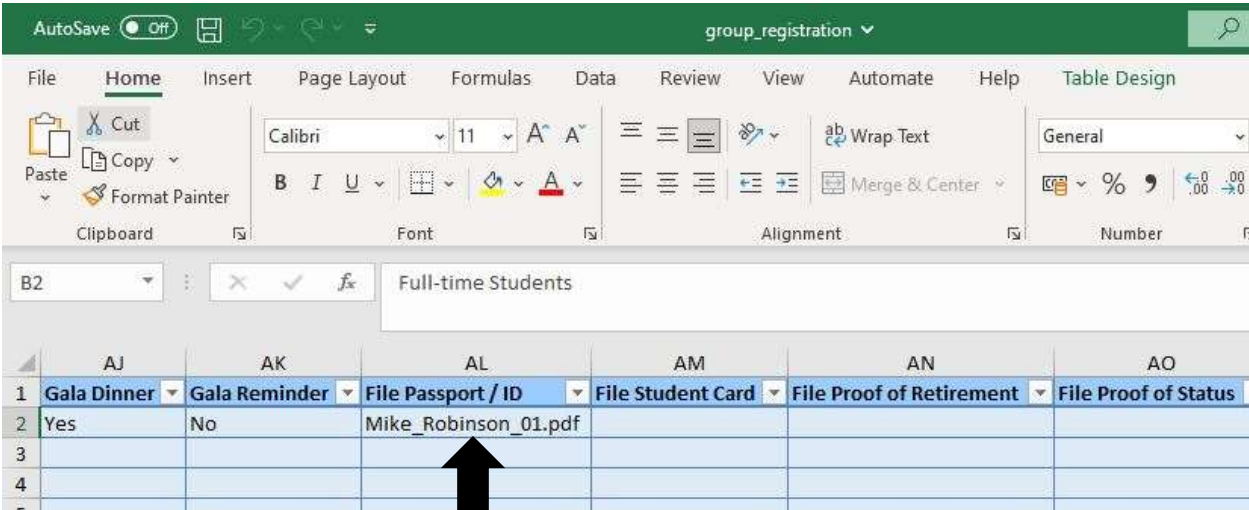
name in ZIP file should match with the image name in AN columns on group registration excel file.

	AI	AJ	AK	AL	AM	AN	AO
1	Transport	Gala Dinner	Gala Reminder	File Passport / ID	File Student Card	File Proof of Retirement	File Proof of Status
2	Plane	Yes	No	Mike_Robinson_01.pdf			
3							
4							

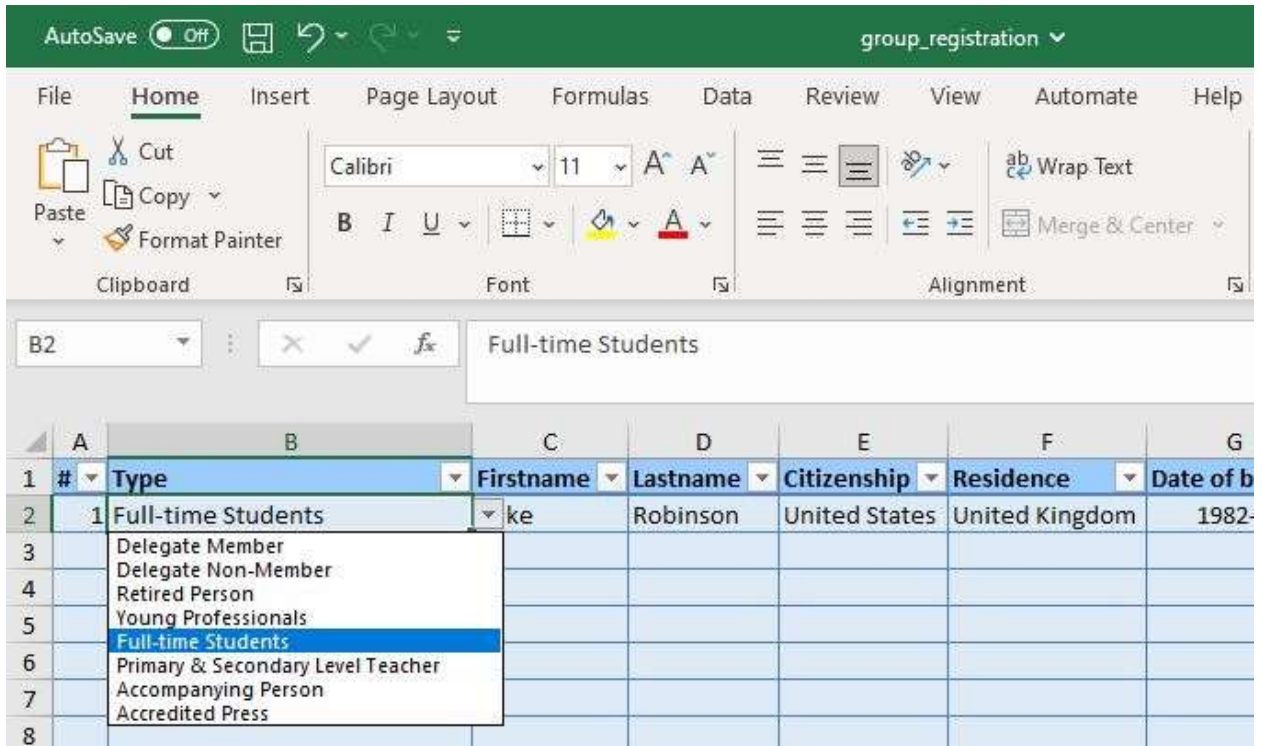
4. Young Professionals category:

#	Type	Firstname	Lastname	Citizenship	Residence	Date
1	Accredited Press	ke	Robinson	United States	United Kingdom	
2	Delegate Member					
3	Delegate Non-Member					
4	Retired Person					
5	Young Professionals					
6	Full-time Students					
7	Primary & Secondary Level Teacher					
8	Accompanying Person					
9	Accredited Press					

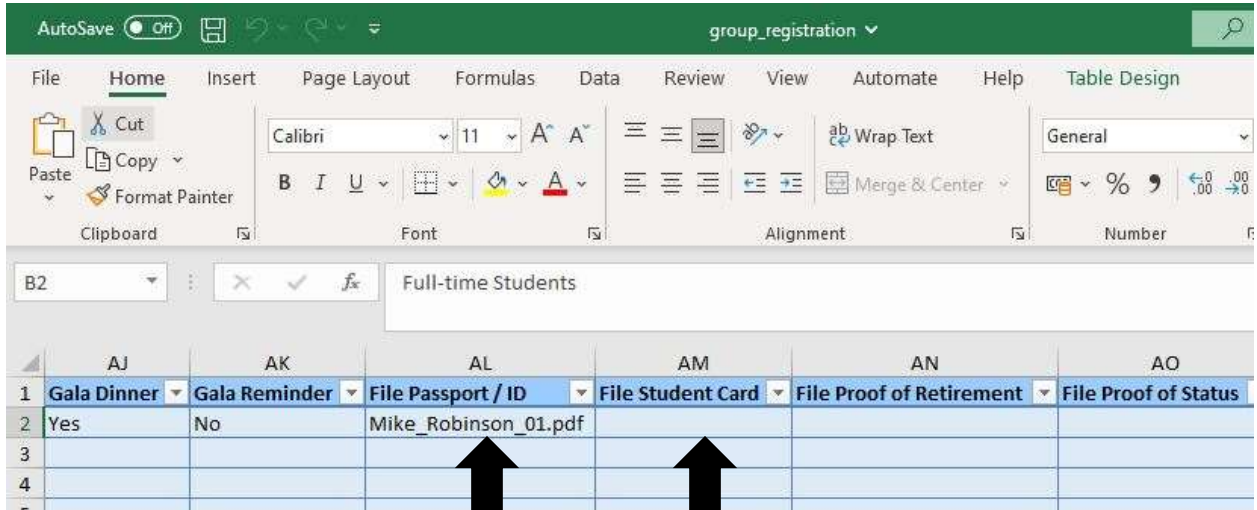
4.1 Each image name in ZIP file should match with the image name in AL column on group registration excel file.



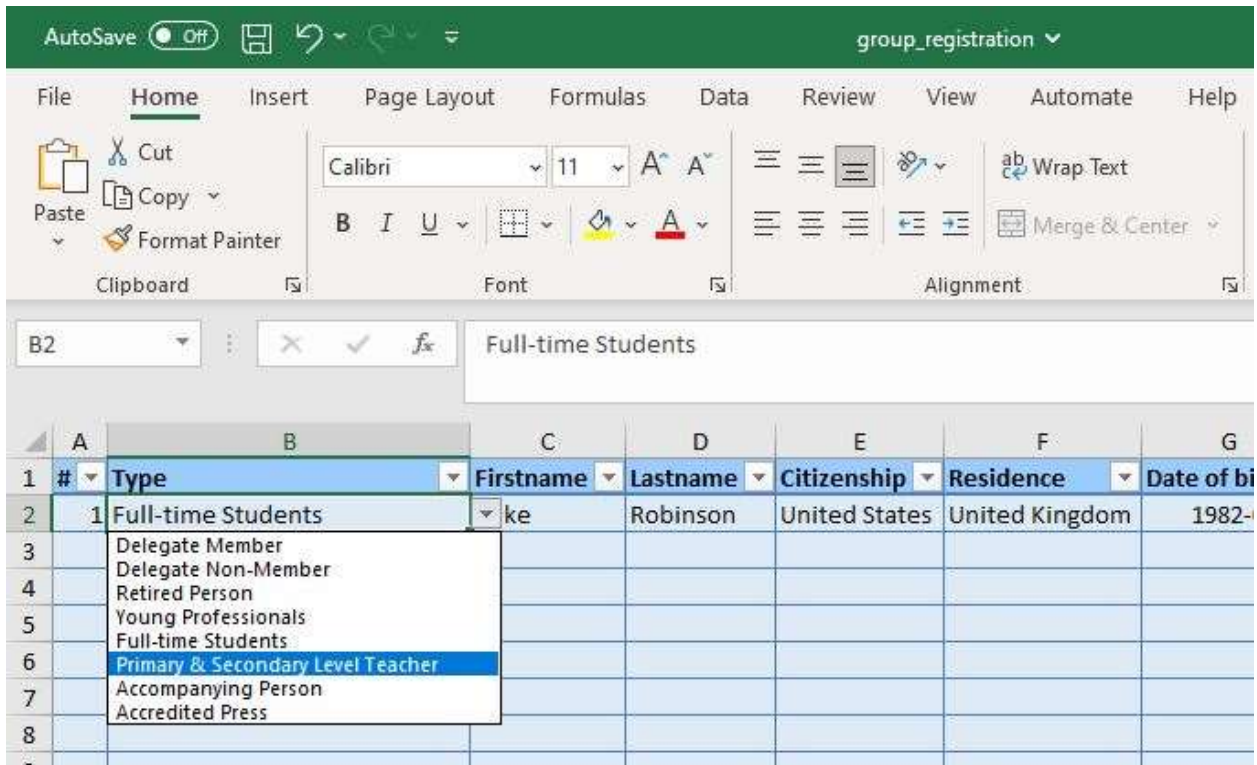
5. Full-time Students category



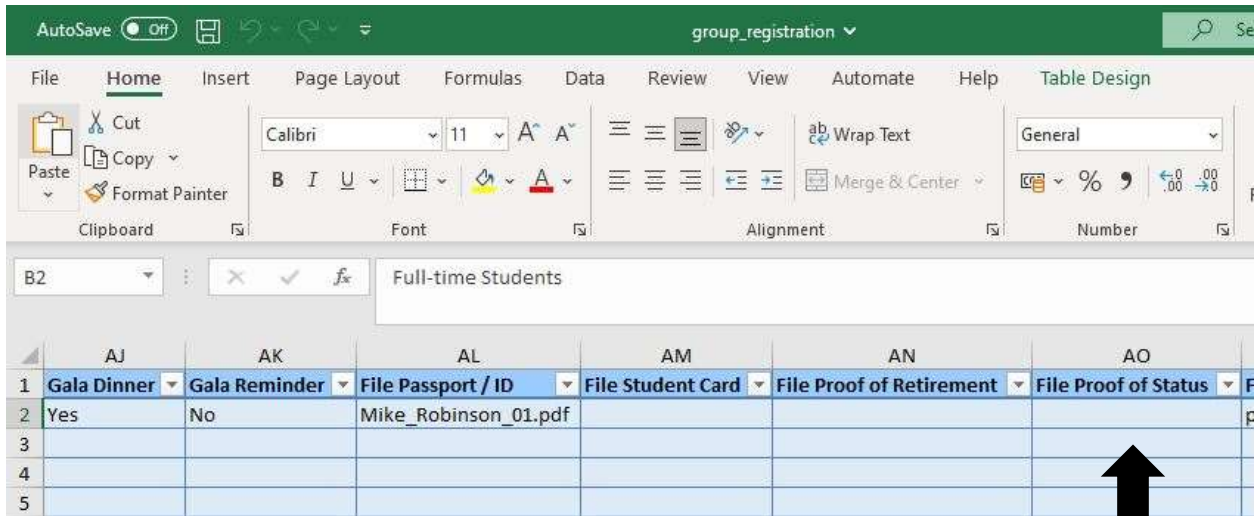
5.1 Each image name in ZIP file should match with the image name in AL & AM column on group registration excel file.



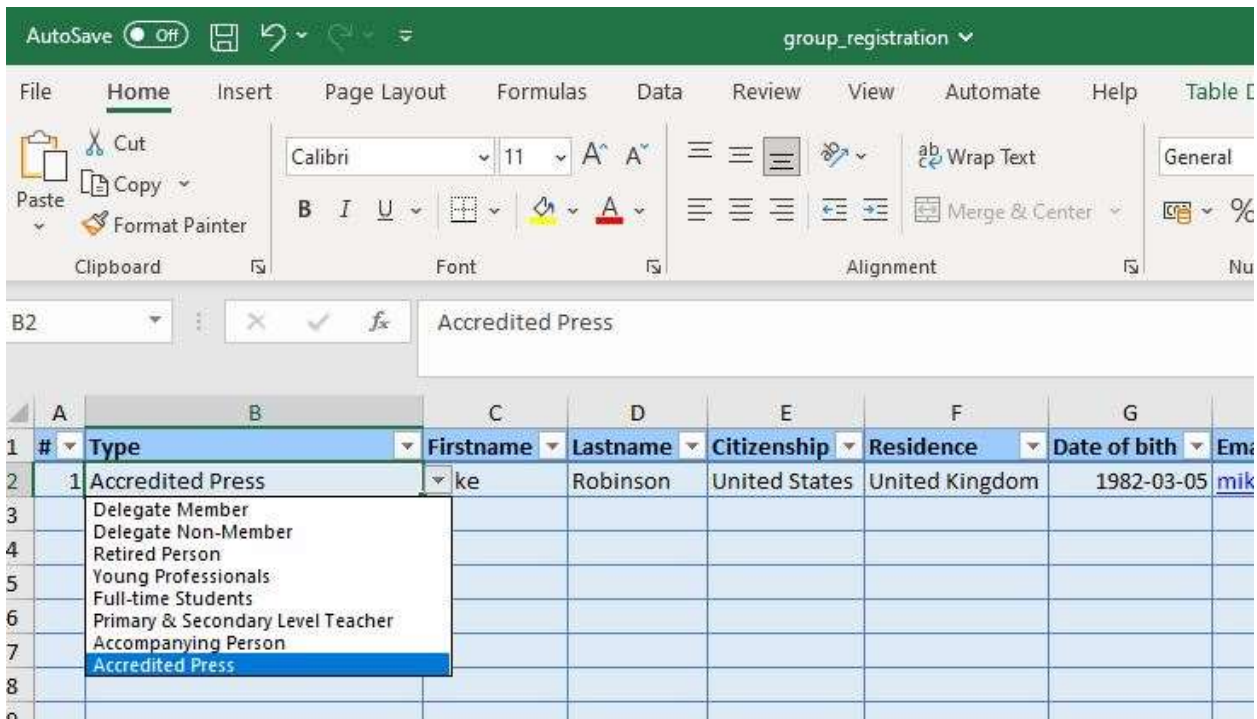
6. Primary & Secondary Level Teacher



6.1 Each image name in ZIP file should match with the image name in AO columns on group registration excel file.



7. Accredited Press



7.1 Each image name in ZIP file should match with the image name in AL & AP columns on group registration excel file.

The screenshot shows an Excel spreadsheet with the following table structure:

AK	AL	AM	AN	AO	AP	
Gala Reminder	File Passport / ID	File Student Card	File Proof of Retirement	File Proof of Status	File Press Card	For
No	Mike_Robinson_01.pdf				press_card_mike.jpg	NN

Two black arrows point to the AL and AP columns in the second row of data.