

SEFI 2025 Registration Guidelines



Welcome to the registration guidelines for SEFI 2025.

Please follow the steps below to complete your registration through the ConfTool registration module.

Accessing the Registration System

Start by going to the **ConfTool** SEFI 2025 page <https://www.conftool.com/sefi2025/>

If you are a new user, create an account by providing your details.

If you already have an account, log in using your credentials.

Fields marked with an asterisk (*) are mandatory.

Click **Register as Participant**

Registration STEP 1: Participant Status

Choose the appropriate **Participant Status / Group** based on your participation type:

- SEFI Member (ensure your membership is active at the time of registration)
- Regular Participant
- Ph.D. Student (upload proof of PhD student status upon registration)
- BSc/ MSc Student (upload proof of BSc/MSc student status upon registration)

There are two types of SEFI membership: institutional and individual. Please check if your institution is a member, as this may offer you a discount on your registration

<https://www.sefi.be/members/institutions/>

If you are a retired active SEFI member (former SIG chair or board member) please contact sefi2025@taloevents.fi to receive a code for a reduced registration fee.

Invited guests or sponsors with a registration included in the sponsor package will be informed of the registration procedure without a registration fee.

At the end of this step, you can enter your name badge details. If you'd like the badge to include a pronoun (e.g., he, she, they) to be used when addressing you, you can provide your preferred pronoun in the DEI section of the Step 2.

Registration STEP 2: Event and Item Selection

The conference fee will appear according to your participation type and registration period (early bird/regular/late). Please indicate the dates for your participation between 15-18 September.

The conference fee is a flat rate, however, knowing the number of attendees on specific days aligns with our commitment to sustainability, as it allows us to avoid food waste, coordinate logistics better, and make more eco-friendly decisions throughout the event.

Doctoral Symposium registration is only available to accepted participants as outlined on the web page <https://www.sefi2025.eu/doctoral-symposium/>. If you have received an acceptance code, enter it in the designated field during registration.

Under networking events, you can choose from additional options, including a welcome reception hosted by the City of Tampere and a conference dinner at the modern, multi-purpose Tampere Hall.

Additionally, the local hosts have arranged Guided Walking Tours to explore the city's sights, as well as a relaxing Sauna Evening, providing a chance to unwind and connect with fellow attendees in an authentic Finnish way. The saunas are mixed for all genders and require wearing a swimming gown. Locker rooms are separate for men and women, and booking is based on locker room choice and capacity.

Welcome Reception and Conference Dinner are included in the conference fee for all categories. For the Conference Dinner, you can select your preferred menu option and buy a dinner ticket for an accompanying person. As part of the conference experience, SEFI2025 guests can visit the famous experimental Moomin Museum before the evening event, at no additional cost.

Guided walking tours and the Sauna Evening are offered for a small fee to cover costs.

A dinner ticket for an accompanying person can be purchased for 95 €. Please indicate the name of the accompanying person and a dinner menu choice with special diets, if applicable.

The registration form also allows you to indicate your preferred pronoun for your badge, and book childcare available for up to 10 children, as part of our DEI initiatives.

In the practical details section, you can indicate your dietary restrictions and opt for networking with event sponsors.

Step 3. Payment Details

Choose your **preferred payment method**:

- credit card using a secure online payment service or
- bank transfer

Recipient of invoice:

- use the address of the participant or an alternative invoicing address
- A reference ID, a purchase, or a VAT number can be given to appear on the invoice

Complete the payment process as instructed.

Step 4. Confirmation

You will receive a **confirmation email** with your recorded registration details. **Registration is not complete until your full payment is received.**

If your credit card payment fails, you can come back to the registration platform and try again. You can enter your details and print your invoice by clicking on **Participant Data**

Modifications and Cancellations

For modifications, please contact sefi2025@taloevents.fi

For cancellations, refer to the **cancellation policy**:

- Registration of participation is binding.
- Registered participants who are unable to attend the conference may request a refund of their paid fees, minus a € 50 processing fee, provided that written notice of cancellation is received no later than 5 August 2025. Refunds will be processed after the conference. No refunds will be issued for cancellations made after this date.
- Participation is not guaranteed until full payment of the registration fee is received.
- The conference program is subject to change.
- If the conference is cancelled by the organizer, all payments will be refunded. In such a case, the organizer will have no further liability to the participant. If the conference is postponed, registrations will remain valid.