Joining the Event Space

1. **Go to** https://kotesol2023.edzil.la

2. To create an account, **click "Start Here"** (in the main image) **or "Get Started"** (in the upper-right corner).
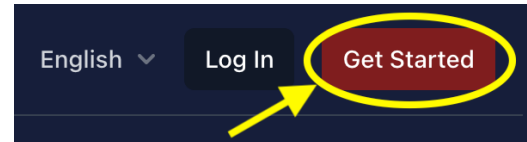
3. **Fill in the details** to create an account, or use Google or Github for single sign-on (SSO) login. Then click "Sign up."

Note: The "Your Name" field should be completed in English and should be your professional name as you'd like it to appear in formal conference documents. **This name will appear on your presentations.**

4. **Check your email. Click on the verification link** sent by Edzil.la (no-reply@edzil.la).

(The email might take a few moments to arrive. If it doesn't arrive after a minute or two, please check your spam filter, promotions folder, or anyplace else your email might mistakenly divert a message.)
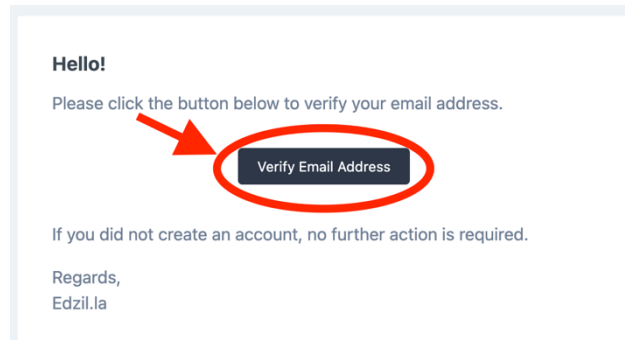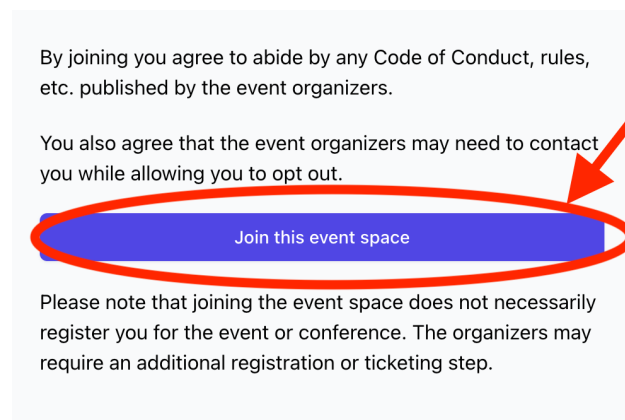

5. **Click "Join KOTESOL2023"** to join the event space.
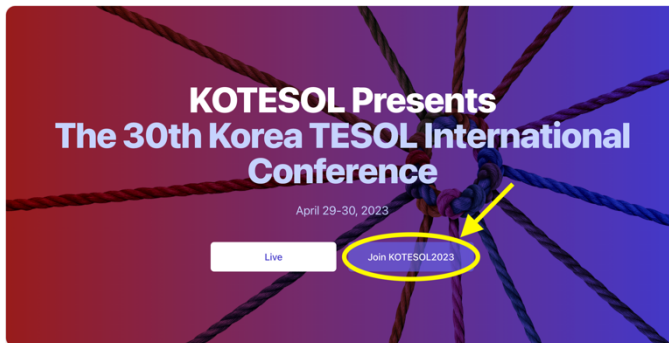
If you see "Unverified Mail," this means you haven't yet clicked the verification link in your email (see Step 4). **Click the link.**
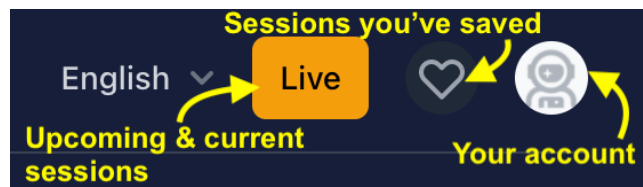

6. Click "Join this event space."

7. Congratulations! You've joined the KOTESOL2023 event space. You should see this message:

> ℹ Success! You have joined this event space. You should add a profile and avatar.

8. Now you can interact with the space. You can create a profile, get a ticket, explore the current and upcoming sessions, visit our virtual booths, and more!
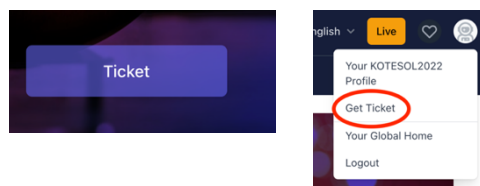

Getting a Ticket

➢ **To redeem a ticket "coupon"/voucher**

(When you pre-register on the KOTESOL website, Registration will send you a "coupon" code you can redeem for your pre-paid ticket.)

1. On the conference platform, click "Ticket" on the landing page or select "Get Ticket" under the profile icon.

2. Click "here" where it says, "Were you given a COUPON for a *free* ticket? Go here."

3. Enter the coupon code you were sent. Then click "Submit." The system will issue your ticket automatically. You're finished!
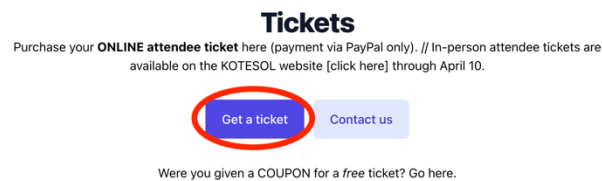
➢ If you want to participate ONLINE ONLY
   (Must pay by PayPal)

1. On the conference platform, click "Ticket" on the landing page or select "Get Ticket" under the profile icon.
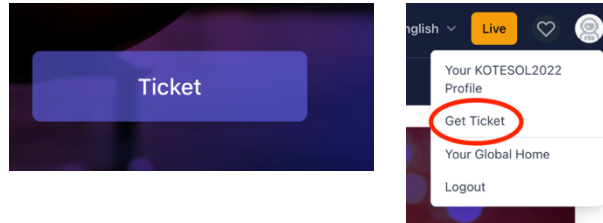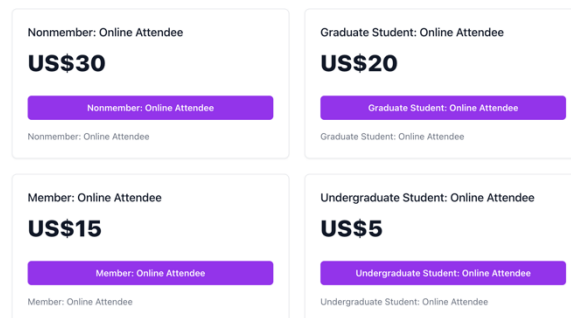

2. Select "Get a Ticket."

3. Select your ticket type.
(*Note:* Here's a list of low-/middle-income countries eligible for discounted pricing: http://tinyurl.com/LMIC-eligible)

4. Select "Pay through PayPal." You'll be redirected to PayPal to complete the purchase.

➢ If you want to participate in person
   (Pre-register by April 10)

1. Fill out the attendee pre-registration form on the KOTESOL website. (Must have a verified online profile and be logged in to view the form at the bottom of the page.)

2. After you click "Submit," you'll see the ticket-order page. Select the item(s) you'd like to add to your cart.

Individual Conference Registration Fee

☐ Member Ticket (KOTESOL/partner member through May 31) 50 USD, +₩50,000

☐ Non-member Ticket 75 USD, +₩75,000

☐ Undergrad Student (with ID) Ticket 25 USD, +₩25,000

☐ Official Conference Volunteer Ticket (pre-approved KOTESOL member) 30 USD, +₩30,000

☐ International Bank Transfer Fee 10 USD, +₩10,000

Memberships

☐ International membership (I live outside of Korea), +₩70,000

☐ Lifetime Membership, +₩500,000

☐ Regular Domestic Membership (I live inside of Korea), +₩50,000

☐ Student Membership (I am a current undergrad student), +₩30,000

List of membership options

[Add to cart]

3. Click "Add to Cart," then continue clicking through the shopping cart process (Checkout → Review Order → Submit Order)

4. Note the banking information on the final page of the ordering process ("Order Complete") and transfer your payment.

5. After we receive your payment, our treasurer will match your payment to your order and mark it complete. It can take 7-10 business days for this manual process.

6. **Make sure you have joined our online event platform**, https://kotesol2023.edzil.la/. (See "Joining the Event Space" above). After your payment is processed, we will send you a ticket voucher ("coupon").

➢ To get a receipt or attendance certificate

After you've purchased a ticket, "Get Ticket" will change to "Your Ticket." If you click "Your Ticket," you'll find a receipt that you can download. Soon after the event ends, this page will also include an attendance certificate (and/or presentation certificate).

Interacting with the Event Space

Before the event

To create a profile, click the "Your account" icon, then choose "Your KOTESOL2023 Profile." Don't forget to upload a photo!
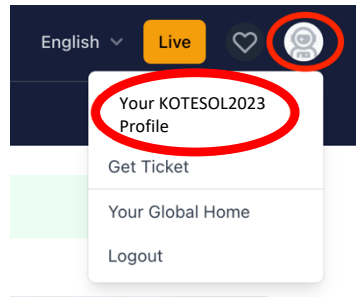
To get a ticket, click "Get Ticket" for an online-only ticket or pre-register on the KOTESOL website for an in-person ticket. (See complete process above.)

During the event

On the "Sessions" page: Search, save, & view a list

On the "Live" page: Current & upcoming sessions
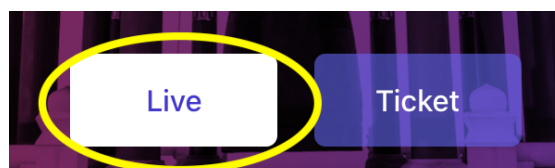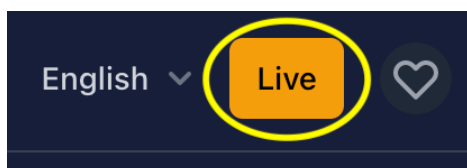
Still have questions? Contact us at registration@koreatesol.org.