

General registration information

All registration fees are VAT exempt, according to article 44 § 2, 4° of the Belgian VAT directive.

Registration fees must be paid in Euros (€) by bank transfer, credit card or invoice.

Your registration becomes effective upon our receipt of full payment of the registration fee. Therefore, only participants who have fully paid their registration fees will be entitled to participate in the symposium.

The registration fee includes:

- your conference registration;
- conference material;
- coffee breaks;
- lunches;
- attendance to the Welcome Reception;
- the publication expenses of only ONE accepted paper.

Student fees are available for people enrolled in bachelor's or master's programs at higher education institutes. You are eligible for the student fee if you are a student in the academic year 2024-2025.

If you register as a student, please send us proof of your student status within two weeks of registration. This can be a student card for the academic year, a Faculty registration certificate, or a letter from your supervisor or head of department, which should be emailed to registrations.e-tems2025@kuleuven.be. If we do not receive proof of your student status within two weeks of registration, we will automatically change your registration fee to a regular registration. You will be notified after the change.

IEEE member fee is available for IEEE members. Please add your membership number in the registration tool. The membership will be verified. If you are not an IEEE member, we will have to change your registration fee to the one applying to your status.

Invitation letters: If you want to receive an invitation letter, please contact us at registrations.e-tems2025@kuleuven.be. Please note that we can only issue invitation letters after the registration has been paid.

Low-income countries: Under low-income countries, two groups are considered: ([please check here](#))

- Lower-Middle Income Economies
- Low-Income Economies country groups

Deadlines

- Early Bird until 16 March 2025 midnight CET
- Late Bird until 27 April 2025 midnight CET

Registration process

To register, please complete our registration form. You can find our registration tool by clicking on the button above.

The registration form consists of 5 steps:

Step 1: General information: please include your personal information on this page

Step 2: Select the fee(s) that is/are applicable to your situation.

Step 3: Please select the social activities that you wish to attend.

Step 4: If applicable, add an accompanying person. Please note that accompanying persons can only participate in social events, not in scientific meetings, coffee breaks and lunches.

Step 5: Payment information: in this final step, you can indicate your preferred payment method (credit card, bank transfer or invoice). If you require an invoice, please select 'bank transfer' in the final step of your online registration and contact registrations.e-tems2025@kuleuven.be

You will receive a first email with an automatic confirmation that the registration has been received. This e-mail will also contain all payment details. All payments should be made in advance in Euro (EUR, €) within 14 days of registration.

After payment, you will receive a second email confirming that we have received your payment.

If you did not receive these emails, the emails may have gotten stuck in your spam filter, or either your registration or payment was unsuccessful. Should this happen, please contact registrations.e-tems2025@kuleuven.be

Important invoicing information

If you require an invoice, please select 'bank transfer' in the final step of your online registration and contact us at registrations.e-tems2025@kuleuven.be. The invoice, including corresponding payment instructions, will be sent to you by email. Please do not pay before receiving the invoice.

If you have already paid for your registration by credit card or bank transfer, you will still be able to receive a proof of payment indicating the amount. However, it will no longer be possible to receive an official invoice. Therefore, if you require an invoice, please contact us first and wait with your payment until you receive our invoice!

Cancellation policy

Please send possible changes for registrations and cancellations by email to: registrations.e-tems2025@kuleuven.be.

In case of cancellation of the participation in the IEEE E-TEMS2025 after the payment was done or not acceptance of submitted paper by IEEE Xplore or any other reason, the refund of the conference fees is not possible.