

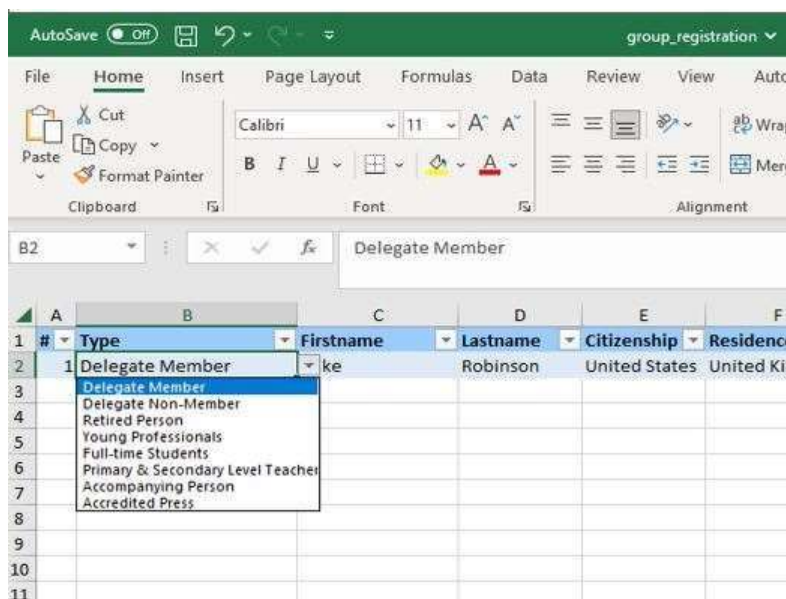
### How to insert data to the excel file:

## 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 [iac2026.org](http://iac2026.org) for the group registration file, fill it in and then send it to the following email address: [registration@iac2026.org](mailto:registration@iac2026.org)

1. Fill out the form according to the sample row in excel.

#### 1.1 Select participant category

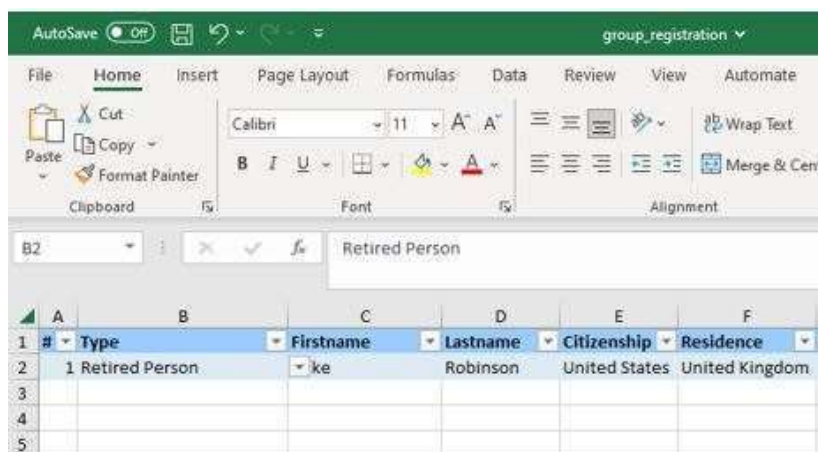


- 1.2 The category "Accompanying person" can only be selected after the selection of the main category has been made

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



3. Retired Person category:

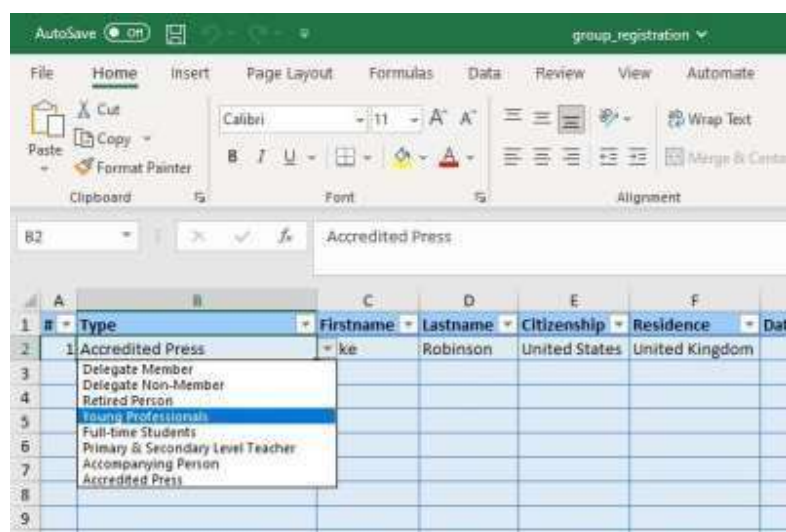


3.1 Each image name in ZIP file should match with the image name in AJ columns on group registration excel file.

	AG	AH	AI	AJ	
	File Passport / ID	File Student Card	File Proof of Retirement	File Proof of Status	F






#### 4 Young Professionals category:




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

	AG	AH	AI	AJ	
	File Passport / ID	File Student Card	File Proof of Retirement	File Proof of Status	F



## 5 Full-time Students category

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Clipboard

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Font

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Alignment

B2    Full-time Students

#	Type	Firstname	Lastname	Citizenship	Residence	Date of b
1	Full-time Students	ke	Robinson	United States	United Kingdom	1982-
2						
3						
4						
5						
6						
7						
8						

Delegate Member  
 Delegate Non-Member  
 Retired Person  
 Young Professionals  
**Full-time Students**  
 Primary & Secondary Level Teacher  
 Accompanying Person  
 Accredited Press

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

	AG	AH	AI	AJ
	File Passport / ID	File Student Card	File Proof of Retirement	File Proof of Status
	↑	↑		

6.Primary & Secondary Level Teacher

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B2 Full-time Students

#	Type	Firstname	Lastname	Citizenship	Residence	Date of bi
1	Full-time Students	ke	Robinson	United States	United Kingdom	1982-
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					

