



Registration Tutorial

1) Access <https://sge.uevora.pt>:

- If you do not yet have an SGE account, create one by selecting “Register” and follow the link sent to your email address to confirm your account.
- If you already have an SGE account, simply log in using your existing credentials.

University of Évora users: please note that your SGE password may be different from the password used for your institutional email account.

2) Once logged in, select the XI PhD Students Meeting in Environment and Agriculture from the list of active events.

3) Select **"Register"** ("Inscrever") from the menu on the right-hand side.

Event details

XI PhD Students Meeting in Environment and Agriculture
University of Évora | November 26 - 27, 2026

General information

Name: XI PhD Students Meeting in Environment and Agriculture
Email: eedaa@uevora.pt
Web: https://eedaa.uevora.pt
Start date: 2026-11-26
End date: 2026-11-27

Important dates

2026-10-31 Submissions deadline
2026-11-19 Registration deadline
2026-11-23 Registration payment deadline

4) After completing your pre-registration, select **"Confirm Registration"** ("Confirmar Inscrição")

Sistema de Gestão de Eventos

System - Events - Registration

Pre-registration successfully completed, you must now confirm it.

Registration details

XI PhD Students Meeting in Environment and Agriculture

General information

Registration in: XI PhD Students Meeting in Environment and Agriculture
Event n°: 1253
Email: eedaa@uevora.pt
Web: https://eedaa.uevora.pt

Registration Type: Pre registration
Status: Waiting for registration confirmation
Registration n°: 39038

Request Receipt: No
Request Invoice: No
Request for a Quote: No

Registration

- Confirm registration

Submission

- Add submission

5) Complete all fields in the registration form. Select your registration type and tick any additional options that apply:

- Availability to present my abstract orally (only applicable to PhD students)
- Lunch on the 26th
- Lunch on the 27th

Please use the comments box to indicate any dietary restrictions or requirements.

Sistema de Gestão de Eventos

System - Events - Registration

Registration

XI PhD Students Meeting in Environment and Agriculture

Meals: Please indicate in comments field if you have any dietary restrictions or follow a specific diet (e.g., vegetarian, vegan, gluten-free, etc.)

Registration

Type: [dropdown]

Additional options

Availability to present my abstract orally (only applicable to PhD students) ☐
Lunch on the 26th ☐
Lunch on the 27th ☐

Comments

Comments [text area]

Request Receipt, Invoice or a Quote

Request receipt ☐
Request invoice ☐
Request for a Quote ☐

* Invoices are only available to entities.
** When requesting invoices for public entities, the purchase order number must be indicated in the observations.

Payment Refunds

Cancellations and subsequent refunds of registrations for reasons not attributable to the University will only be possible under the following conditions:

- up to 30 days before the event: 100%
- up to 15 days before the event: 50%
- up to 3 days before the event: 25%
- less than 3 days (72 hours) before the event: no refund will be given.

Registration and Privacy Policy

Please be advised that we use your registration data only and exclusively for administrative and logistic procedures required to the selected event and any side events linked to it. By agreeing to the Privacy and Registration Policy you are agreeing to the use of your data for the exclusive use mentioned.

☐ I confirm that I have read and agree to the terms, conditions and Registration and Privacy Policy of the event.

☐ I authorize my personal and registration information to be processed by the event organization team for marketing and communication purposes.

☐ I authorize, by free, specific and informed consent, the capture, processing and respective dissemination of my own image and associated personal data, for the purposes of publishing the event, during the time strictly necessary for the prosecution of that purpose.

* Required fields.

6) Once you have confirmed your registration, select **"Confirm Payment"** ("Confirmar o Pagamento"). You will be asked to provide your billing details and upload proof of payment. Your registration will only be considered valid once the payment has been confirmed.