

# REGISTRATION GUIDE



⇒ When you click on the link to do the registration, you will be redirected to the following page:



Find the line with SWL8 and click on the link "Register" / « S'inscrire ».

## 1ST PAGE OF THE FORM : PERSONAL DATA

⇒ Nom = Name \* / Prénom = First name\* / Courriel = Email\* / Laboratoire = Department\* / Organisme = Institution / Ville = City\* / Pays = Country\*

You must fill in all the fields indicated by "(\*)". Once the fields are filled in, click on the button "Next" / « Suivant ».

## 2ND PAGE OF THE FORM : LOGISTIC INFORMATION

⇒ Dates and times of arrival and departure, possible dietary constraints

Once the fields are filled in, click on the button "Next" / « Suivant ».

## 3RD PAGE OF THE FORM : INFORMATION FOR THE INVOICE

If you do the payment for yourself, you just have to check that your name is spelled correctly and check the box on the red background, after having read the contents.

If the payer is your organization, you must click on the radio button "in the name of your organization", a new zone appears with a sub form

Fill in all the required fields (\*).

If you check the radio button "Yes", in the area "tax information", you must enter the VAT number of your organization, otherwise you will not be able to continue your registration.

Check that the information entered is correct, and then check the box on the red background, after reading the contents.

Click on the button "Next" / « Suivant ».

## 4TH PAGE OF THE FORM : - PRICING INFORMATION

⇒ You do not need to choose. There is only one conference fee rate. Click on the button "Next" / « Suivant ».

## 5<sup>TH</sup> PAGE OF THE FORM : PAYMENT INFORMATION

Inscription en tant que : ETUDIANT	
Total HT	83.33
Taux des taxes (20%)	16.67
Total TTC	100

- ⇒ The first part shows the details of the options you have just selected.
- ⇒ The second part shows you the accepted credit card payment methods.
- ⇒ (The option in the last box applies only to payments done by French public institutions is not available for SWL8)

Click on the button “Next” / « Suivant » to proceed to the payment page.

### PAYMENT BY CREDIT CARD

To pay by a credit card, you will be redirected to the following page :

Paiement de 100.00 EUR  
CEMACOLLOC

Numéro de carte  
Date de fin de validité (MM/AA)  
Cryptogramme visuel : 3 derniers chiffres au dos de la carte (?)

<< ANNULER VALIDER >>

Paiement paybox

Click on the button “Payment paybox” / « Paiement paybox » to access the secure payment form.



If you click on the "CANCEL" / « ANNULER » button, the payment will not be made and you will be redirected to the AzurColloque website.

To do the payment, click on the button "VALIDATE" / « VALIDER ».

### IF YOU CANCEL YOUR PAYMENT BEFORE FINALIZING IT

If you cancel your payment by credit card before finalizing it, you will be redirected to the following page :

Paiement annulé

Votre paiement a été annulé.  
Si vous abandonnez maintenant votre inscription, elle sera bloquée et vous ne pourrez plus y revenir.  
Pour annuler votre inscription, merci de cliquer sur le lien ci-dessous :  
 Supprimer

Retour au paiement

If you wish to do your payment on another occasion, you must cancel your registration by clicking on the button "Delete" / « Supprimer ». Your registration will be canceled and you will have to resume your registration from the beginning. **ATTENTION:** If you do not do so, your registration will be blocked and you will not be able to register later. Should this however happen, please contact the organizers.