

# **Registration Tutorial**

Before starting, make sure you have all the details required to fill in the form: all these details are found in this tutorial If anything goes wrong, we'll have to erase manually your registration so that you can start back from the beginning...



# 1) Participant information

#### Preregistration choice of the desired rate

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Personal data			-		
	Gender :	• M	Department/Unit (*) :	UMR7313	
		O Mme	Organization's name : (") :	cnrs	
	Last name	Rousselat	City	marseille	
	First name	Pierre	Country or Region (*) :	France	~
	E-Mail	pierre.rousselot-pailley@univ-amu.fr			
Price range					
	Category (*) :	ORGANISATEUR - 0 €	v		
Security code					
	Contcha (*) :	do			

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	Azur-Colloque : Registration	
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	«ET PEPPERSchool» : Preregistration / end Preregistration confirmation	

You will receive the the following email:

Hello,

Thank you for your pre-registration to the "Peptide and protein engineering : from concepts to biotechnological applications".

Once it is validated by the conference committee, you will receive a notification allowing you to complete your registration.

Best regards,

Once your preregistration validated you will receive a second email allowing you to proceed with the registration



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Azur-Colloque : Registration

	School	» : Registration / identification						
Personal data					- Terrer			
La	ist name (*) :	Rousselot		First name (*)	: Pierre			
	E-Mail (*) :	pierre.rousselot-pailley@univ-amu.fr						
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Azur-Colloque : Inscription						
«ET PEPPERScho	ol» : Inscription					
Informations logistiques						
Date d'arrivée :	07/10/2024		8	Date de départ :	11/10/2024	Ö
Heure d'arrivée :	08:00			Heure de départ :	17:00	
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			Effacer			
			Retourner à l'acc	ueil		



С

# 3a) Invoice to your name

#### Fill in the information regarding the person in charge of the payment

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A:		6	
	Azur-Colloque : R	egistration 🔐 🗰	
«	ET PEPPERSchoo	l» : Registration	
F	Payer		
	The invoice must be established :	• to your name     • to organization's name	
	Last name (*) :	Pierre Rousselot	
	Address (*) :	TEST	
	ZIP Code (*) :	1234 TES	
	City (*) :	Marseille	
	Country or Region (*) :	France	~
		I certify that the billing elements listed above are correct. The outcome of these invoice information will not be editable.	
		Back Clear Next	



# 3b) Invoice to your organization's name

Fill in the information regarding the person in charge of the payment

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Azur-Colloque	Registration 🔢 📾	
«ET PEPPERSch	ool» : Registration	
Payer		
The invoice must be establish	d: ○ - to your name ● - to organization's name	
Last name	1: UMR7313	
Address	9: TEST	
ZIP Code	9: 1234 TES	
City	y: Marseille	
Country or Region	1: France	~
Tax information		
Has your organization a professional ID EU countries: VAT number, for others: fit or commercial number for examp	or ⊛ Yes af ⊂ No 9:	
If so, mention	12	
	I certify that the billing elements listed above are correct. The outcome of these invoice information will not be editable.	



# 4) Registration category

#### Choose your category (Student, academic, industrial)

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	Category (*) :	ORGAN/SATEUR - 0 €		v					
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### 5) Payment

Check that the fees in the bill section are correct.

The payment is only possible by credit card, unless you are part of a French public institution





## 6a) Payment by credit card

For the payment by credit card, you will be offered to *pay now* or *later*. In both cases, the payment is done on "paybox", which is a secured website.

Pay by credit card now	
To pay by credit card, after clicking on the button below, you will be redirected to a secure and dedicated website.	
	Paybox payment now
Pay by credit card later	
To pay by credit card later. An email will be send with a link to complete payment and registration; simply follow the instructions in the email.	Palamant CR diffárá
	Patement CD Unitie
Payment To return to the payment method selection page click on the button below :	Cancel To cancel your registration. You'll have to start again from the beginning for a new registration.
Go back to payment	Cancel registration



## 6a) Payment by credit card

If you select **Pay Now**, you need to proceed with the payment immediately, so make sure you have the credit card details.



VISA SECURE Please note that for French academic the CNRS purchasing bank card are not accepted on the Azur Colloque Website.





If your bank subscribes to the secured payments programme Verified by Visa or SecureCode Mastercard, after clicking on "SUBMIT» a new screen will be displayed, inviting you to confirm with a code that is different to your PIN number.



## 6b) Payment by bank transfer or purchase order

#### This option is only accessible for French public institutions. Enter the contact information for the transfer's sender

Contact information for the t	ransfer's sender
Contact name (*) :	Test
Phone (*) :	123456789
E-Mail (*) :	test@test fr
L.	Clear Next
	Go back to homepage



## 6b) Payment by bank transfer or purchase order

This option is only accessible for French public institutions. Then, you will be given the details of the recipient of the transfer that you will need to process With the bank transfer. You will also receive a Purchase order by email.



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