

INSTRUCTIONS TO REGISTER

Follow the steps below to register on the Meeting website.

1) Click on the “I am **registering myself**” button: the registration form will open to enter your data and select the corresponding fee.

2) **Register:** click on "Sign in" and indicate the email address where you wish to receive the confirmation and invoice.



Select a language: Sign in or create a new account:



Register

Email

Password

Password

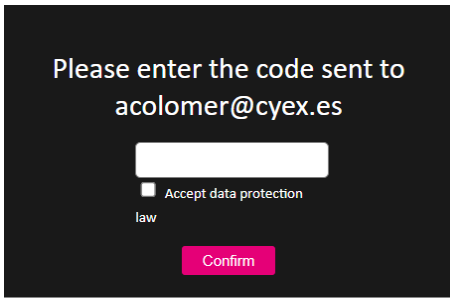


Enter email and password (twice)



3) **Activate your account:** once registered you will receive an email to activate your account (please check your Spam mail in case you have been forwarded to this folder). Follow the instructions to activate your account.

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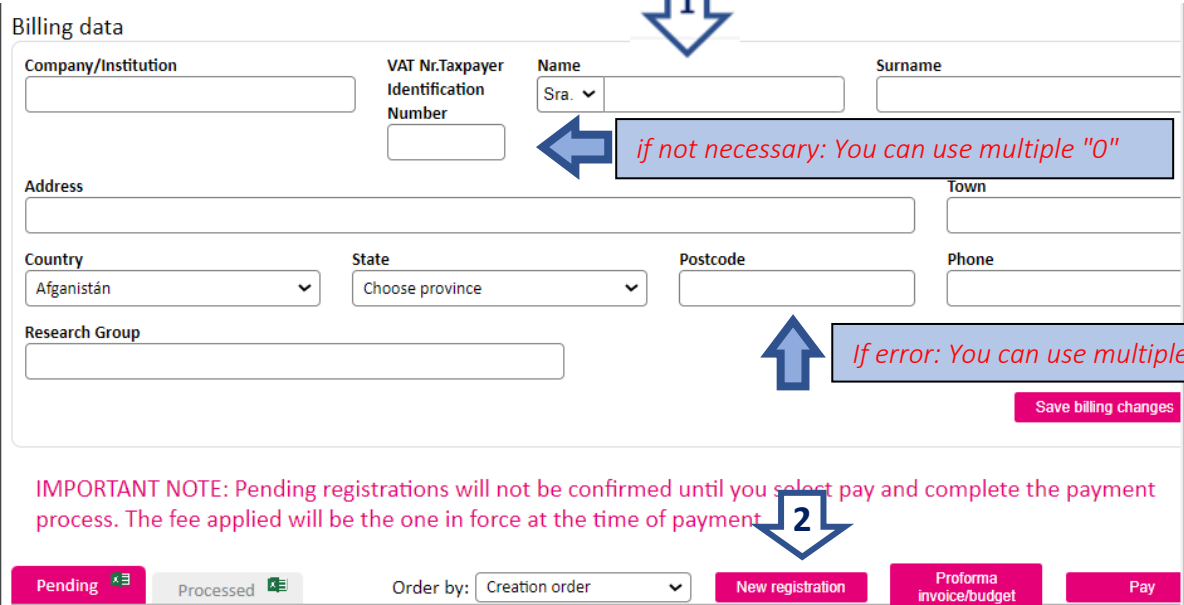
Please enter the code sent to
acolomer@cyex.es

Accept data protection
law

Confirm

Two blue arrows point towards the form from the left and right sides.

4) Fill in the invoicing data: fill in the data to be included in the invoice, save the invoicing data and click on the "New registration" tab.



Billing data

Company/Institution VAT Nr.Taxpayer Identification Number Name Sra. Surname

Address Town

Country State Postcode Phone

Research Group

Save billing changes

IMPORTANT NOTE: Pending registrations will not be confirmed until you select pay and complete the payment process. The fee applied will be the one in force at the time of payment.

Pending Processed Order by:

Two blue arrows labeled '1' and '2' point to the VAT Nr.Taxpayer Identification Number field and the 'New registration' button respectively. A blue arrow points to the Name field with a callout box: "if not necessary: You can use multiple '0'". Another blue arrow points to the Research Group field with a callout box: "If error: You can use multiple '0'".

5) Registration: Select the fee and click on "Save registration". If the quota in which you wish to register is not activated, please send an email to registracionepcyex.es

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Select a language: English ▼ Login or create an account Access

Registration information

By default DNI/NIF appears, please select PASSPORT

DNI/NIE ▼ **First Name** Dr. ▼ **Family Name** **Email**

Address **Town**

Country Spain ▼ **State / Province** Choose Province ▼ **Post code / Zip** **Mobile Phone**

Credit card: Only VISA and MasterCard are accepted.

Fees **Presential**

<input type="checkbox"/> Member	hasta	desde
<input type="checkbox"/> Candidate	26-01-2024	27-01-2024
<input type="checkbox"/> Guests	810,00€	900,00€
<input type="checkbox"/> Accompanying Adult	880,00€	940,00€
<input type="checkbox"/> Accompanying Child	880,00€	940,00€
	205,00€	260,00€
	95,00€	140,00€

Food Allergies

6) Payment: finally, from your registration area in the "Pending" tab, select the registration(s) you consider and click on "Pay".

IMPORTANT NOTE: Pending registrations will not be confirmed until you select pay and complete the payment process. The fee applied will be the one in force at the time of payment.

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1

Pending Processed Order by: Creation order ▼ New registration Proforma invoice/budget Pay						
Edit Delete Pay						
Edit Sdfsdf Dfsdf Sdfsdf España 600,00€ 🗑️ <input checked="" type="checkbox"/>						
Edit Fghgh Ghjfgh Fghhh España 600,00€ 🗑️ <input type="checkbox"/>						
Total: 1.200,00€ <input type="checkbox"/>						

[Sales and cancellation conditions](#) 1

7) Select the payment method and follow the instructions to finalize the registration.

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Payment process

Name and Surname	Amount
Sdfsdf, Dfsdf (-España)	600,00 €

Total: 600,00 €

Select an option

Credit card Bank transfer



In case of selecting "Transfer" you must attach proof of payment or payment order.

8) Finally, make sure that your registration/registrations have been moved to **"PROCESSED"**

Once they appear in this tab and the organization has confirmed the payment, it will send you the corresponding invoice and confirmation.

IMPORTANT NOTE: Pending registrations will not be confirmed until you select pay and complete the payment process. The fee applied will be the one in force at the time of payment.

Pending	Processed	Order by:	Creation order	New registration	Proforma invoice/budget	Pay
Sdfsdf	Dfsdf	Sdfsdf	España	600,00€	(Pendiente)	ref. 185_4881
Total: 600,00€						

[Sales and cancellation conditions](#)