




**Before you start, make sure you have all the details you'll need to fill in the form  
(all these details are found in this tutorial)**

Fill in the first page, considering that the contact person should be the person who will deal with the payment of your registration.

 **Azur-Colloque : registration** Azur-Colloque [Contact](#) | [Financial](#) | [Log out](#)

Azur-Colloque : registration  

«ISABC2017» : Registration / Personal information

*Personal information*

<input type="text" value="Mr"/>	<i>Address (*)</i> <input type="text" value="22 abbey road"/>
<i>Last name (*)</i> : <input type="text" value="Smith"/>	<i>Address (cont'd)</i> <input type="text"/>
<i>First name (*)</i> : <input type="text" value="Jack"/>	<i>City (*)</i> <input type="text" value="london"/>
<i>E-Mail (*)</i> : <input type="text" value="smith,jack@gmail.com"/>	<i>Zip/Postal code (*)</i> <input type="text" value="LO2 4ZT"/>
<i>Phone (*)</i> : <input type="text" value="+34 123 456 789"/>	<i>Country (*)</i> <input type="text" value="UK"/>
<i>Fax :</i> <input type="text"/>	


*Affiliation*

<i>Organization (*)</i> : <input type="text" value="UL"/>	<i>Contact person (*)</i> : <input type="text" value="kensington"/>
<i>Address (*)</i> : <input type="text" value="Thames bank"/>	<i>E-Mail (*)</i> : <input type="text" value="kensi@ul.co.uk"/>
<i>Address (cont'd)</i> : <input type="text"/>	<i>Phone (*)</i> : <input type="text" value="+34 987 654 321"/>
<i>City (*)</i> : <input type="text" value="London"/>	<i>Fax :</i> <input type="text"/>
<i>Zip/Postal code (*)</i> : <input type="text" value="AB1 2ZY"/>	
<i>Country (*)</i> : <input type="text" value="UK"/>	

(\*) Fields needed

Page 2 features extra information including expected arrival and departure. Please make sure that your arrival date is before the end of the conference 😊

If needed you can specify here Dietary requirements.

 **Azur-Colloque : registration**

Azur-Colloque : registration



«ISABC2017» : Registration / DATE : (06/07/2017 - 06/10/2017)

Extra information

Arrival date (*) : <input type="text" value="06/07/2017"/> (mm/dd/yyyy)	Departure date (*) : <input type="text" value="06/10/2017"/> (mm/dd/yyyy)
Arrival hour : <input type="text"/> (hhmm)	Departure hour : <input type="text" value=""/> (hhmm)
Dietary requirements : <input type="text"/>	

(\*) Fields needed

Azur-Colloque [Contact](#) | [Financial](#) | [Log out](#)

Page 3 reminds of the organization and person in charge of the payment.



### Azur-Colloque : registration



Azur-Colloque : registration

#### <ISABC2017> : Registration / Organization

*Organization (payer)*



<i>Organization (*) :</i>	<input type="text" value="UL"/>	<i>Contact person (*) :</i>	<input type="text" value="kensington"/>
<i>Address (*) :</i>	<input type="text" value="Thames bank"/>	<i>E-Mail (*) :</i>	<input type="text" value="kensi@ul.co.uk"/>
<i>Address (cont'd) :</i>	<input type="text"/>	<i>Phone (*) :</i>	<input type="text" value="+34 987 654 321"/>
<i>City (*) :</i>	<input type="text" value="London"/>	<i>Fax :</i>	<input type="text"/>
<i>Zip/Postal code (*) :</i>	<input type="text" value="AB1 2ZY"/>		
<i>Country (*) :</i>	<input type="text" value="UK"/>		

(\*) Fields needed

[Previous](#) [Reset](#) [Next](#)

 [Give up and go back to homepage](#)

On the next stage you'll have to choose if you or your company/institution is paying the registration fees.

 <https://theoldreader.com/subscriptions> **Azur-Colloque** [Contact](#) [Financial](#) [Log out](#) 

Azur-Colloque : registration

«ISABC2017» : Registration / Payment


Organization (payer)



Choice :

You are paying the invoice.

Someone else or a company pays

Organization :	<input type="text" value="UL"/>	Contact person :	<input type="text" value="kensington"/>
Address :	<input type="text" value="Thames bank"/>	E-Mail (*) :	<input type="text" value="kensi@ul.co.uk"/>
Address (cont'd) :	<input type="text"/>	Phone :	<input type="text" value="+34 987 654 321"/>
City :	<input type="text" value="London"/>	Fax :	<input type="text"/>
Zip/Postal code :	<input type="text" value="AB1 2ZY"/>		
Country :	<input type="text" value="UK"/>		

 Fields needed

 **Azur-Colloque** [Contact](#) [Financial](#) [Log out](#) 

Azur-Colloque : registration

«ISABC2017» : Registration / Payment


Organization (payer)

Choice :

You are paying the invoice.

Someone else or a company pays

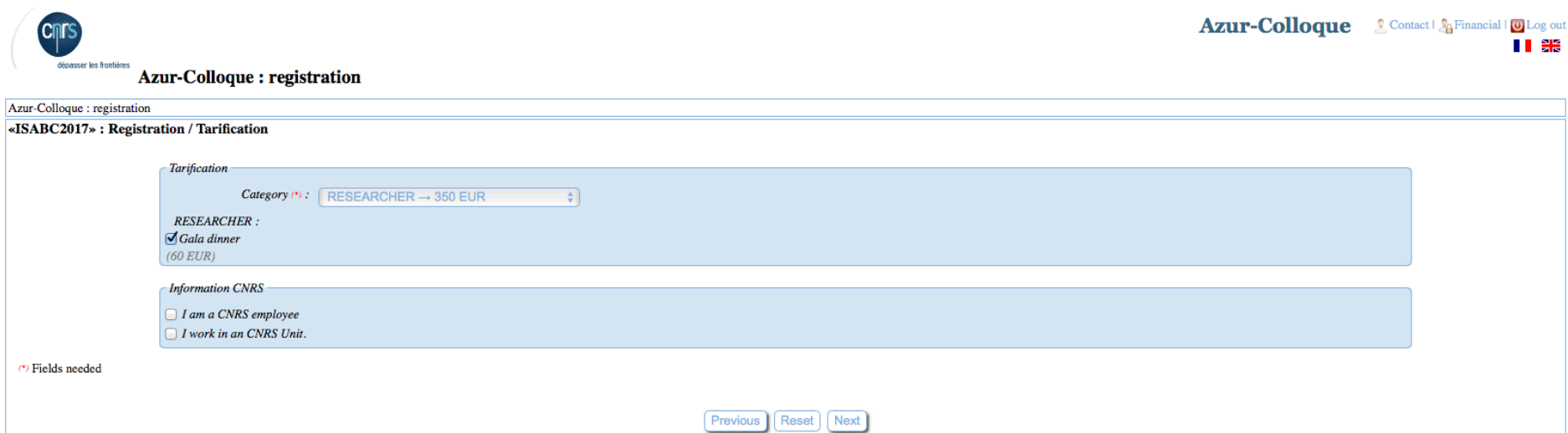
Organization :	<input type="text" value="UL"/>	Contact person :	<input type="text" value="kensington"/>
Address :	<input type="text" value="Thames bank"/>	E-Mail (*) :	<input type="text" value="kensi@ul.co.uk"/>
Address (cont'd) :	<input type="text"/>	Phone :	<input type="text" value="+34 987 654 321"/>
City :	<input type="text" value="London"/>	Fax :	<input type="text"/>
Zip/Postal code :	<input type="text" value="AB1 2ZY"/>		
Country :	<input type="text" value="UK"/>		

 Fields needed

in both cases you go through the same process on the next pages

You need to choose your category (Accompanying person, PhD or Post Doc, Researcher, Retired or Emeritus) and tick the box if you want to attend the gala dinner.

CNRS informations are only for CNRS employees or people working in a laboratory hosted by the CNRS.



The screenshot shows a web registration page for 'Azur-Colloque'. At the top left is the CNRS logo with the tagline 'dépasser les frontières'. At the top right, there are links for 'Azur-Colloque', 'Contact', 'Financial', and 'Log out', along with French and English flags. The main heading is 'Azur-Colloque : registration'. Below this, the page title is '«ISABC2017» : Registration / Tarification'. The form is divided into two sections: 'Tarification' and 'Information CNRS'. In the 'Tarification' section, there is a dropdown menu for 'Category (\*)' currently set to 'RESEARCHER → 350 EUR'. Below it, under 'RESEARCHER :', there is a checked checkbox for 'Gala dinner (60 EUR)'. In the 'Information CNRS' section, there are two unchecked checkboxes: 'I am a CNRS employee' and 'I work in a CNRS Unit.'. A legend at the bottom left indicates that (\*) denotes 'Fields needed'. At the bottom center, there are three buttons: 'Previous', 'Reset', and 'Next'.

At this stage you'll have to choose if you want to pay online (Credit card: VISA, Mastercard or Amex) or by bank transfer. Tick the box you want.

***Payment online by credit card is strongly recommended to have the registration processed quickly.***



Invoice details

Title	Price (without taxes) (€)	Price (including taxes) (€)
Registration as RESEARCHER	291.67	350.00
Gala dinner	50.00	60.00
Total (without taxes)		341.67
Taxes (20.00 %)		68.33
Total (including taxes)		410.00

Payment Methods

Choice :

- Online payment
- Check
- Transfer or order form

(\*) Fields needed

Previous Reset Next

If you choose the online payment by credit card you'll be offered to go and pay on "paybox" which is a secured website for online payment.

You'll have to proceed to the payment immediately. You cannot record what you have done so far and come back later to proceed to the payment (or your registration will have to be cancelled and you'll have to start all over again...), so make sure you have the credit card details.

The image shows a two-part screenshot. The top part is a web browser window displaying the 'Azur-Colloque : registration' page. The page header includes the CNRS logo and navigation links for 'Contact', 'Financial', and 'Log out'. The main content area shows a confirmation message: '«ISABC2017» : Registration / Registration completed' and 'Your registration has been successfully recorded. In order to confirm your registration, you will have to go to our partner PAYBOX's website to make the payment.' A blue box contains the instruction: 'In order to pay online by credit card, you'll be redirected to a secured website.' Below this is a yellow padlock icon and a button labeled 'Go and pay on Paybox'.

The bottom part of the screenshot shows the Paybox payment interface. At the top, it displays 'Paiement de 410.00 EUR' and the transaction ID 'COLLOQUEDR14-DR20.CNRS.FR'. On the left, there are logos for Visa and MasterCard. The central form contains fields for 'Numéro de carte', 'Date de fin de validité (MM/AA)', and 'Cryptogramme visuel : 3 derniers chiffres au dos de la carte (?)'. Below the form are buttons for '<< ANNULER' and 'VALIDER >>'. On the right, the 'Paybox by Verifone' logo is visible. At the bottom, there are flags for various countries and a list of exchange rates: 'Montant indicatif de votre achat en devises. Dernière mise à jour des taux le 27/01/2017'. The rates listed are: 110.00 EUR, 438.05 CHF, 437.43 USD, 50321 JPY, 8008.84 CNY, 348.30 GBP, and 773.85 CAD. The footer includes 'Paybox ©' and 'Infos Sécurité'.

Numero de carte = Card Number; Date de fin de validité = Valid until (Month/year); Cryptogramme visual =

If you choose transfer or order form, you'll be given the details of the recipient of the transfer that you'll need to process with the bank transfer.



## Azur-Colloque : registration

Azur-Colloque

Contact | Financial | Log ou



Azur-Colloque : registration


### «ISABC2017» : Registration / Registration completed

Your registration has been successfully recorded. In order to confirm your registration, you have to address your payment to

The recipient of the transfer is :

L'Agent comptable Secondaire du CNRS  
RIB : 10071-31000-1001253-19  
IBAN : FR76-1007-1310-0000-0010-0125-319  
BIC : TRPUFRP1

FIN

 Give up and go back to homepage

If anything goes wrong, we'll need to erase your registration so that you can start back from the beginning... We hope this will help you going through the registration process, and are looking forward to welcome you in Toulouse.