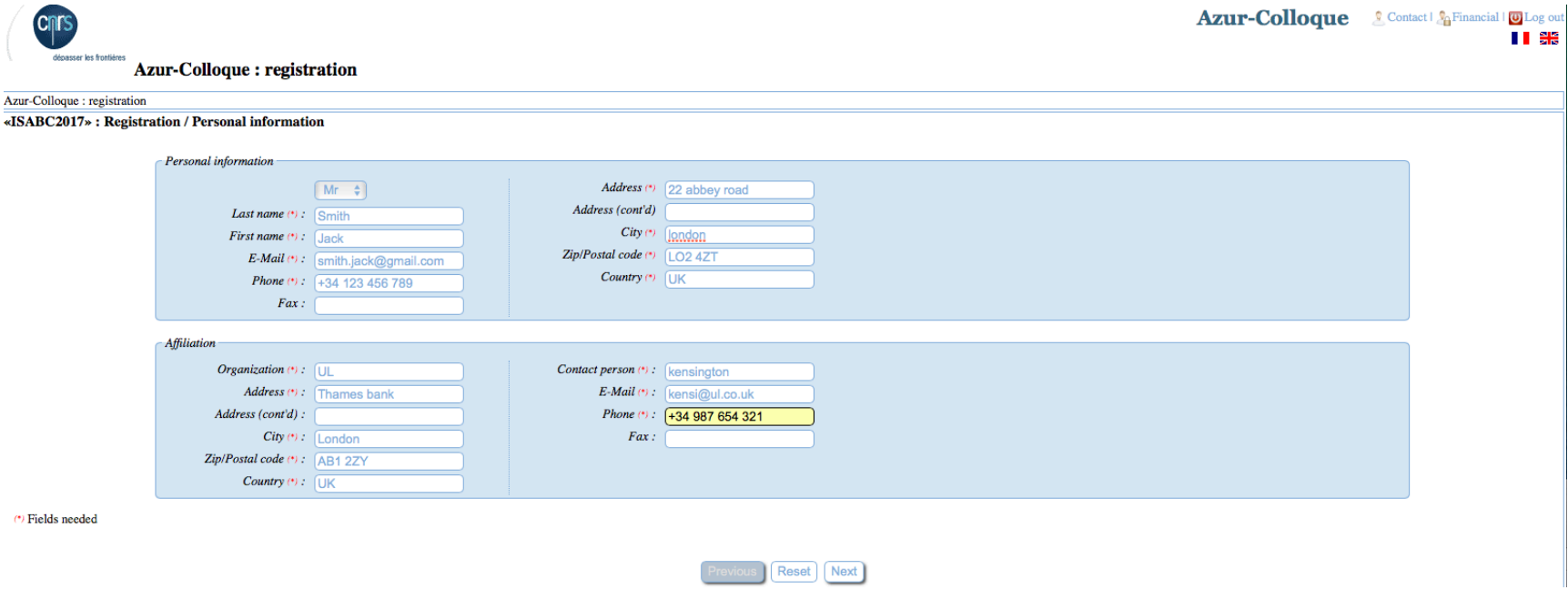
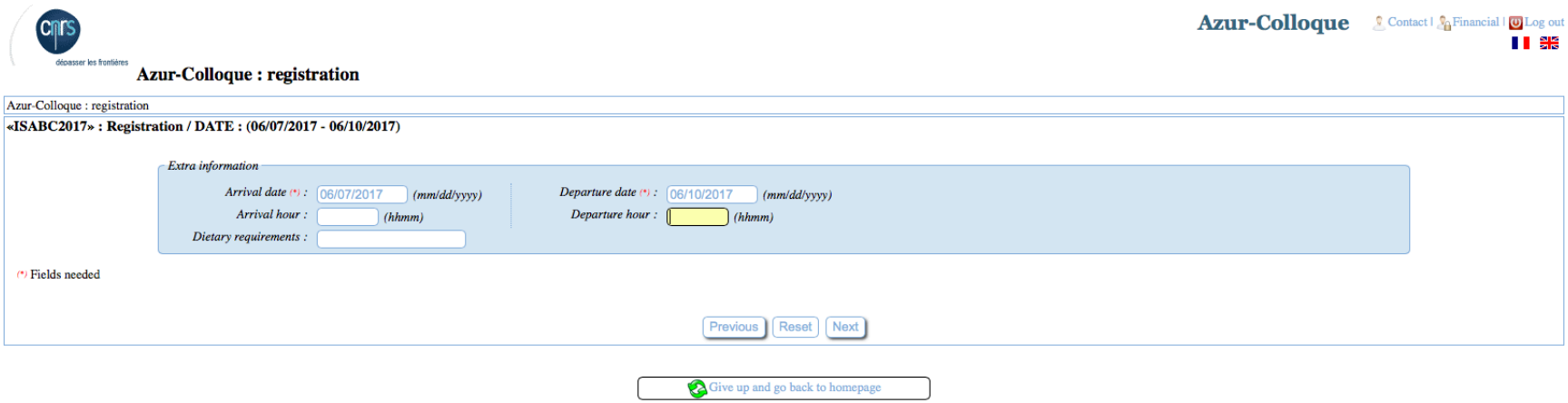
Before you start, make sure you have all the details you'll need to fill in the form
(all these details are found in this tutorial)

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

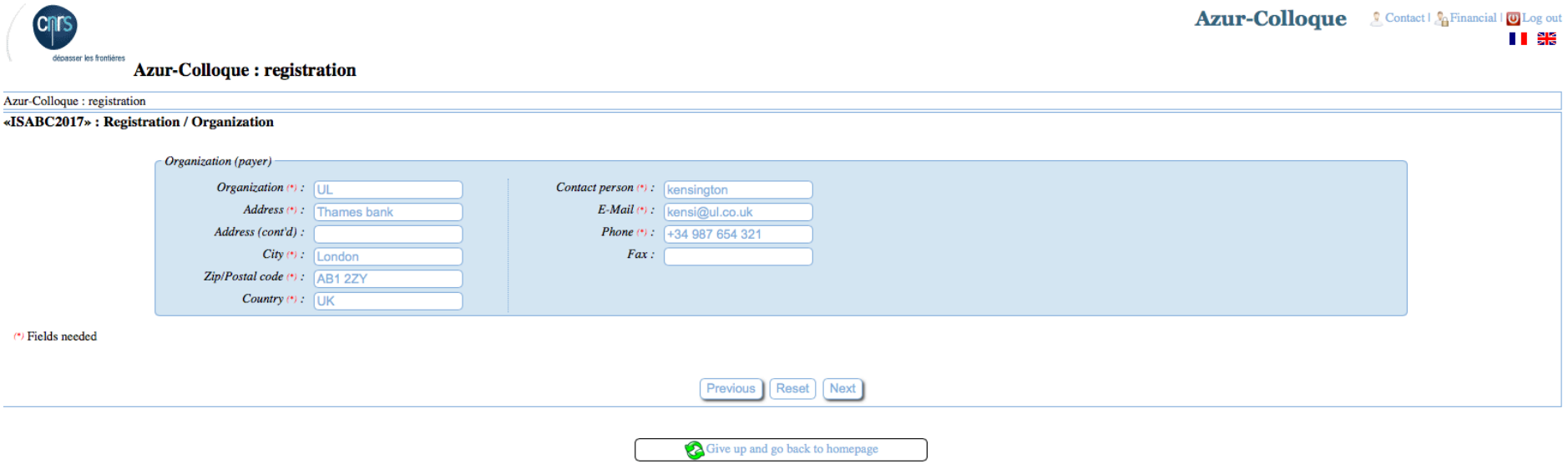


Page 2 features extra information including expected arrival and departure. Please make sure that your arrival date is before the end of the conference☺

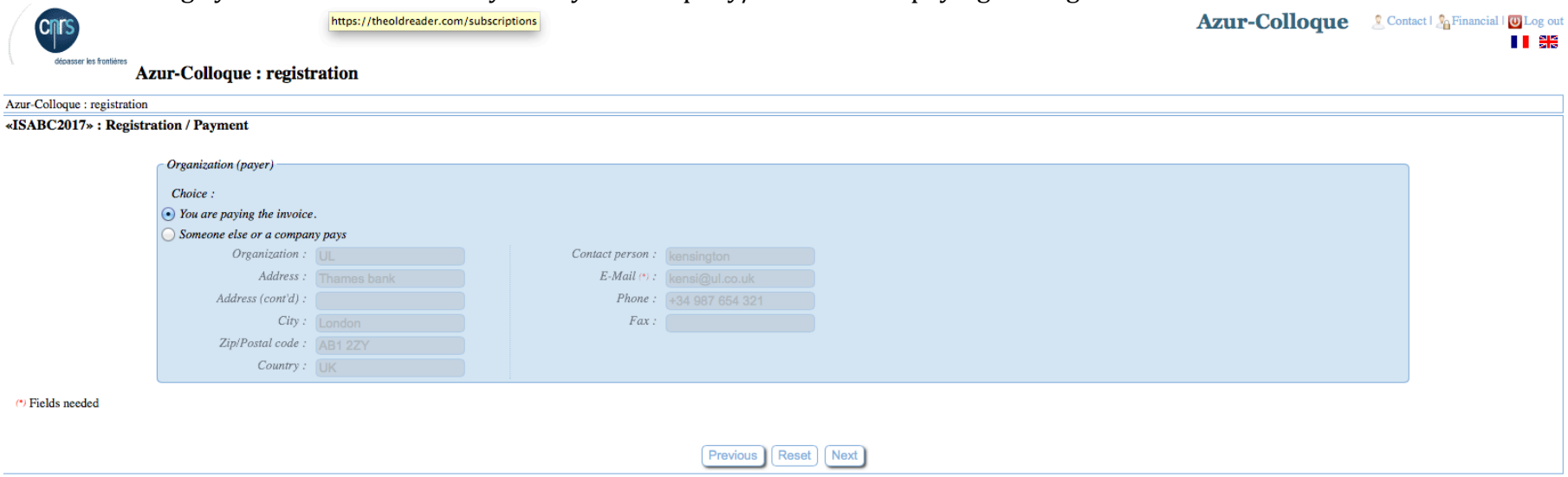
If needed you can specify here Dietary requirements.

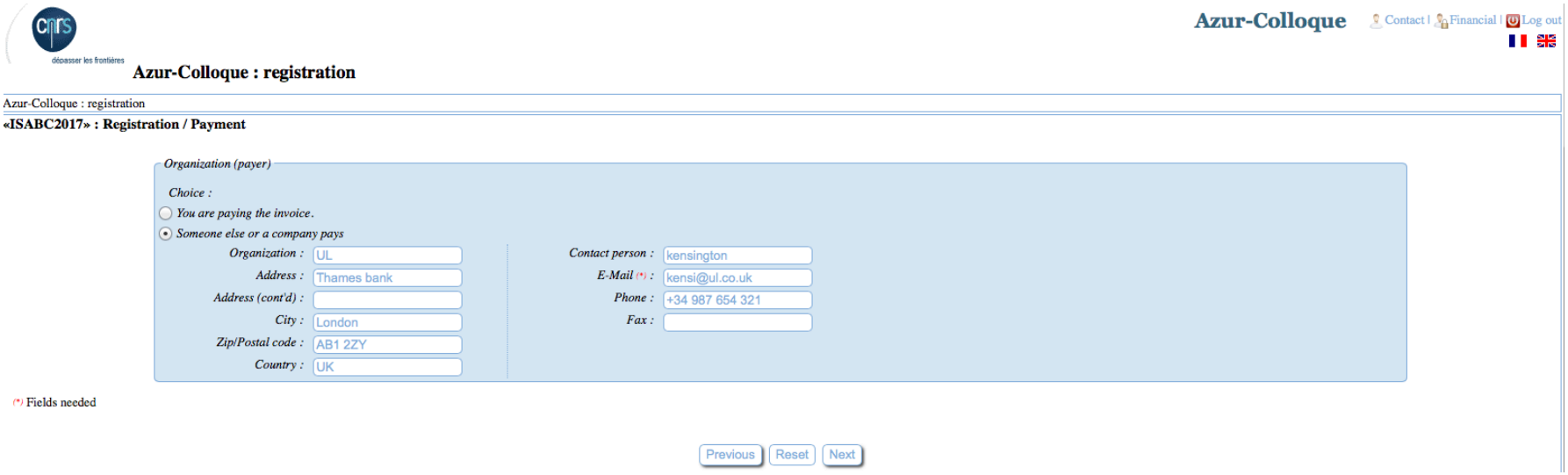


Page 3 reminds of the organization and person in charge of the payment.



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

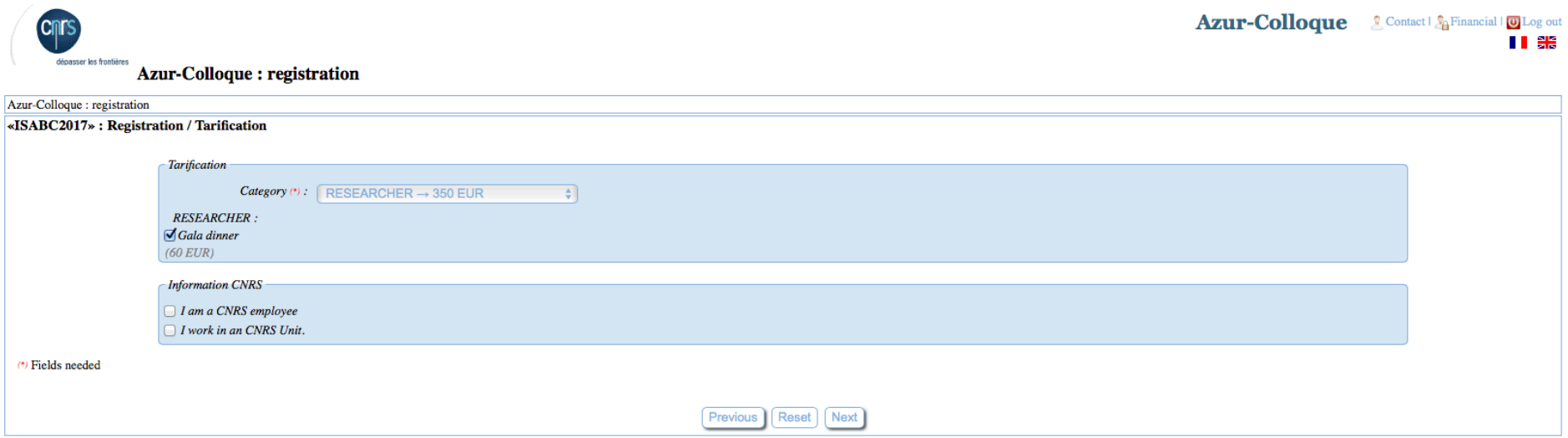




in both cases you go through the same process on the next pages

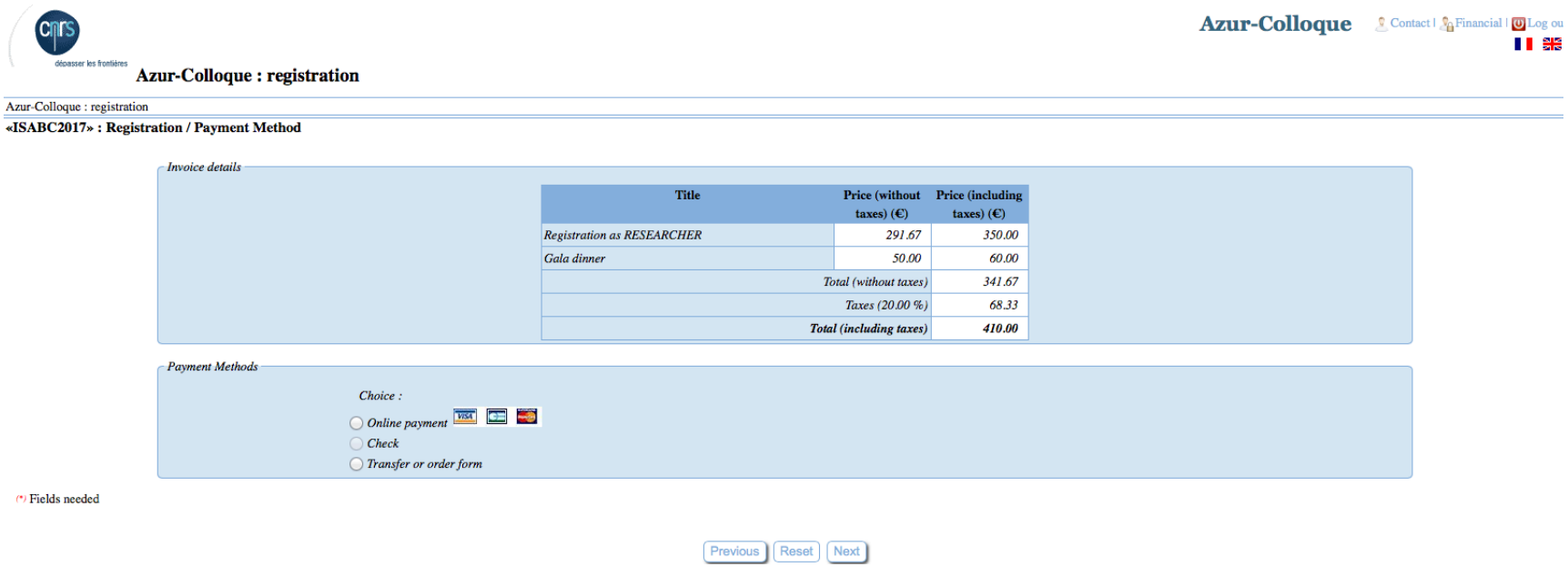
You need to choose your category (Accompanying person, PhD or Post Doc, Researcher, Retired or Emeritus) and tick the box if you want to attend the gala dinner.

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

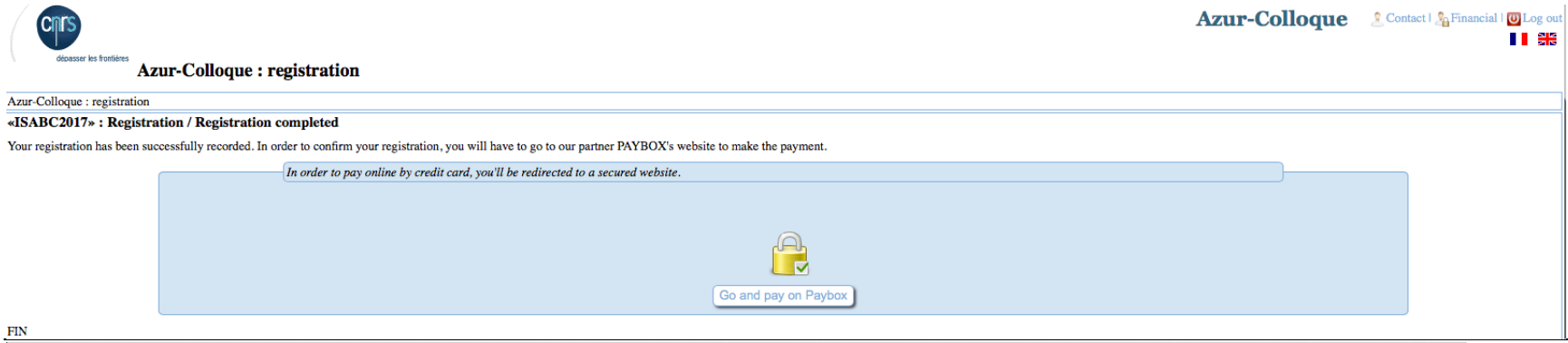


At this stage you'll have to choose if you want to pay online (Credit card: VISA, Mastercard or Amex) or by bank transfer. Tick the box you want.

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



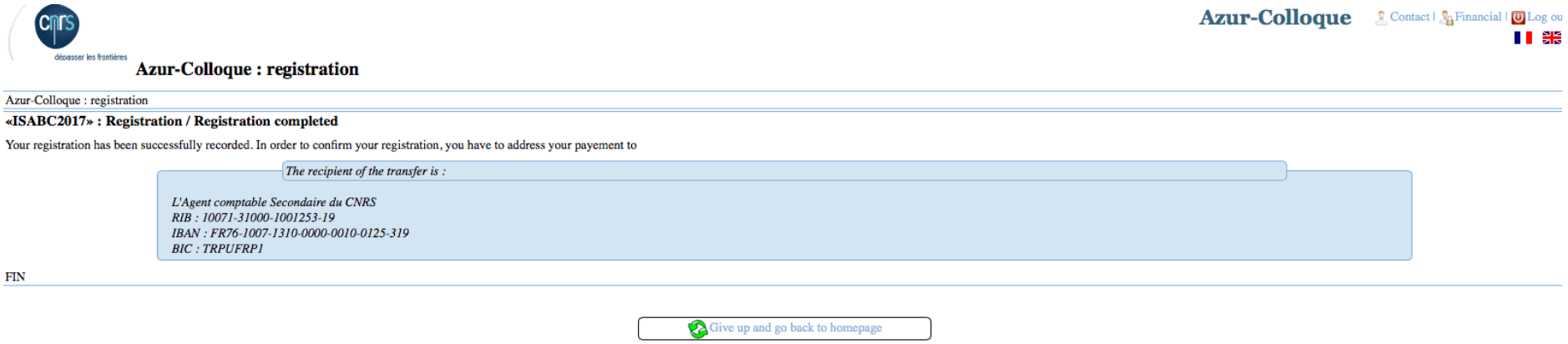
If you choose the online payment by credit card you'll be offered to go and pay on "paybox" which is a secured website for online payment.
You'll have to proceed to the payment immediately. You cannot record what you have done so far and come back later to proceed to the payment (or your registration will have to be cancelled and you'll have to start all over again…), so make sure you have the credit card details.



FIN

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.



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.