

INSTRUCTION FOR INTERNATIONAL PARTICIPANTS (AND PRIVATE PAYING ITALIANS):

1. Follow the registration link (same as button):  
<https://convegna.cieffeerre.it/Default.aspx?codConv=W-SPO-TRON-21-23>
2. Click on “sign in”, fill in the fields requested, and choose a password
3. Check your e-mail to get the pre-registration confirmation
4. Use your ID (your e-mail) and PASSWORD to access the registration pages by following the link received by e-mail (<https://convegna.cieffeerre.it/Default.aspx?codConv=W-SPO-TRON-21-23>)
5. Choose your type of participation
6. Fill out “personal and fiscal data”
7. Tick the box which applies to the type of invoicing. If Billing and registration data are NOT the same, it is necessary to fill out the fields for the invoice header and shipping, which will appear once ticked the box
8. Tick the box related to the privacy policy
9. Follow the link “accepted method of payment” and select the preferred one:
  - In case of BANK TRANSFER payment, you must upload the bank receipt (jpg o pdf).
  - In case of CREDIT CARD payment, you will be redirected to the Security Site for Payment.
10. Once concluded the transaction on the secure site for payments please return to the Registration portal and CONFIRM your registration as follows:
  - Follow the link “summary and confirmation” and check carefully the typed data
  - To confirm your completed registration please remember to click on the statement: “Please confirm your participation at the event”. You will receive an e-mail attesting to the successful conclusion of the registration.
  - You will receive the OFFICIAL REGISTRATION CONFIRMATION along with the related INVOICE only by e-mail.
  - The registration to the conference will only be valid when full payment will be received by the Secretariat.

**PAYMENT METHODS** The payment of registration fees must be in **Euros** only and can be done by BANK TRANSFER or by CREDIT CARD.

**BANK TRANSFER:** Payment by bank transfer must be certified during the registration process with the upload of the bank receipt.

**Account Holder: CONSORZIO FUTURO IN RICERCA**

**Bank Name: Unicredit Private Banking – Ferrara, Italy**

**Account Number: 1326114**

**IBAN: IT 87 W 02008 13009 000001326114**

**SWIFT/BIC: UNCRITM1Y73**

**Payment I3DA/TRON21 - NAME SURNAME of the participant**

Bank charges are the responsibility of the participant and should be paid at source in addition to the registration.

**CREDIT CARD:** Payment by credit card may be carried out directly at the end of the registration process. Once concluded the transaction on the secure site for payments, **please remember to CONFIRM your participation on the registration form.**

For any information concerning registration, invoicing and payments please contact the Administrative Secretariat:

**CONSORZIO FUTURO IN RICERCA**

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