# INSTRUCTIONS FOR REGISTRATIONS Procedure

These are the instructions to register for the workshop:

 Go to <u>this registration site</u>. Fill in the required information to first register in their platform. You will only need to do this once independently of the number of their events you want to attend. You should enter your ID/Passport number. Press "Register" and you will enter your "personal area".

If you are already user Enter	If you are not registered yet Register
Email	👗 Name
Q Password	Let Family name
Remember me	2nd Family name
Logni Do you forget the password? / Get password	LID / Passport number
	@ Email
	Q Password (minimun 4 characters)
	$oldsymbol{a}_{oldsymbol{t}}$ Repeat password:
	I accept the Data Protection Act
	Register 🗘

2. On that screen, click on "courses that I can enroll". You can search by the name of the conference. Click on "Registration" for that event.

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Personal area 👻 Propo	sals – Activities	I am Student - I am Director - I am speaker	·					<mark>≥</mark> 29 A 🕹 😃
	Courses in whi	ich I am enrolled	Courses	that I can enr	oll		Notice of for courses	Availability without seats (2)
Buscar por:								
Province		v Cycle v Categ	ory ·	Text				Buscar
							Search:	Show 10 💌 entries
Category	Code 🝦	Title	\$	Start date 🛛 👙	End date 🔶	Location	\$	Status 🔶
Presentials	003-17	14th European Bat Research Symposium		2017-08-01	2017-08-05			
Presentials	045-17	13 th European Conference on Surface Crystallography and D	Dynamics (ECSCD13)	2017-06-19	2017-06-21	Miramar Palace, Pº de Miraconcha nº 4	8. Donostia / San Sebastián	🕿 Registration (🛱 Shopping cart open)
Presentials	327-17	Basque Culture: II. International Summer School		2017-07-03	2017-07-14	Gipuzkoa		Registration
Presentials	105-17	Photo-ElectroCatalysis at the Atomic Scale (PECAS)		2017-06-27	2017-06-30	Miramar Palace, Pº de Miraconcha nº 4	8. Donostia / San Sebastián	🕿 Registration (🗮 Shopping cart open)
Presentials	183-17	International Research Seminar in Urbanization Processes an	nd Natural Morphologies	2017-09-07	2017-09-08	Miramar Palace, Pº de Miraconcha nº 44	8. Donostia / San Sebastián	
Presentials	324-17	Molecular approaches, methods and techniques in animal ec	cology	2017-07-28	2017-07-30	Miramar Palace, Pº de Miraconcha nº 4	8. Donostia / San Sebastián	Registration
Presentials	338-17	CONGRESO DE PRUEBA		2017-07-10	2017-07-12	Miramar Palace, Pº de Miraconcha nº 44	8. Donostia / San Sebastián	
On-line	312-17	Educación Literaria: Ideas y estrategias para su desarrollo en	las aulas.	2017-03-01	2017-04-07			r Registration
On-line	315-17	Educar en los tiempos del Selfle: pautas y consejos para fami	lias con adolescentes conectados	2017-04-24	2017-06-03			
https://admin.uik.eus	/miscursos/list#			2012 02 01	2012 01 02			

IMPORTANT: Go through the **5 steps** to finalize the registration. Otherwise you will not be registered.

## On step 1:

You fill in the rest of the required personal information. Please note that the field "affiliation" is very important for your identification badge. If you are required to write an affiliation number and do not have one, just write "-". You can do this in other compulsory fields you do not wish to fill in. However you should fill in "Address, PC and City" for the invoice to be issued to your name. If you want the invoice to some other name (ie: institution), you will be able to choose a new billing address on step 4. (Click next.)

## On step 2:

- You choose your registration option. Depending on your option you may be asked to upload a required document.
- Click on the lunches you will attend. Click on the dinner if you are attending. It is
  important to click on every lunch/dinner you are attending; otherwise we will think you
  are not coming on the date you have not clicked. Write your special needs relating to
  food.

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REGISTRATION	Until 2017-06-02	
Invited Speaker Please attach invitation letter.	C Included in rate	
Reduced fee (<30 years old) Please attach a documentary proof of identity and age.	© 200,006	
Regular Fee	◙ 300,00€	

#### LUNCHES

🖰 Lunch – June 19th	Until 2017-06-02
GENERAL	Included in rate
	Special needs relating to food (vegetarians, allergies)
	Vegetarian (no fish, no meat)
	h.

- You can bring an accompanying person to the conference dinner. If that is the case you will have to pay an extra 50€ and also indicate their special needs.
- Choose your accommodation option if you wish:
  - Accommodations with reservation in their webpages. (for residences such as Olarain, Compañía de María, Agud Querol...). If you click this option, you will receive a mail with information about how to proceed to access the accommodation at reduced rates.
  - 2. Make your booking though a Travel Agency (you could ask this agency to find you accommodation. Coming soon)

Accept the conditions and click next.

On step 3: you can check your services.



#### On step 4:

You will be able to get a pro forma invoice if you need it for your institution to make a transfer. Note that it will be issued to the name and address that you have indicated on step one. If you want to change the billing address you have to click on "Yes" and in "Add a new address". Fill in the data and click on the correct address for pro-forma to be issued. The final invoice (after your registration and payment has been made) will be issued to that new billing address too.



## Payment method. Choose your preference: Credit card /bank transfer

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nal area 👻 Proposals 👻 Activities 👻 I am Student 👻 I am Director 👻 I am speaker 👻

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	Province			
	Country			
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	Choose the naument met	hod		
	choose the payment me	nou:		
(	Card:			
	Payment gateway (C	redit card)		
6	By bank transfer:			
	In order to complete	the process of registra	tion please note that a copy of the payment receipt shall be attached. Please write your	NAME, SURNAME and CODE OF THE COURSE. Summer Courses will validate it and then you will receive confirmation of completion of
	the process. Bank ch	arges are the responsit	bility of the applicant and must be paid together with the registration fee.	
	If you cannot attach the proof to info@uik	t at the time, you have Leus	e 10 days to do It. You can attach it by accessing to "I am Student / My registrations / Cou	rses in which I am enrolled / edit the course / Orders/cancellations and click in' Payment document upload" or you can send us a copy of
		Bank	Banco Bilbao Vizcaya Argentaria	
		Address	Avda. de la Libertad 36, 4ª planta	
		City	20004 Donostia / San Sebastián	
		IBAN	ES95 0182 5709 48 0010010034	
		SWIFT	BBVA ESMMXXX	
	Death			
	Back			Next>>

If you choose credit card you will see this. If you have any problem with your credit card, let them know (<u>info@uik.eus</u>) stating on the subject the name of the conference. You will be contacted for the problem to be solved.

BBVA	Virtual POS terminal	
Purchase	e data	Payment by Credit Card
Amount:	200,00 Euros	Card Number
Merchant:	CURSOS DE VERANO UPVEHU	Expiry Date Month Year
Order reference	num74596033cf56	Security Code
Date:	20/06/2016	Pay
Time:	16:36	
		If you wish, you can also pay through:
		iupay!
		Pay

If you choose bank transfer, you will be asked to upload a proof of payment. You will not be able to continue your registration until you do so. Therefore, if you still don't have it, upload a word document with a promise of payment indicating your name, ID/passport number, the conference you are attending. Do not stop on this step or your registration will not be complete.

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Registration					
13 th European Confe 19/06/2017 - 21/06/2	erence on Surface Crystallography and 017 Miramar Palace, Pº de Miraconcha	Dynamics (ECSCD13) nº 48. Donostia / San Sebastián			
	1 Personal information	2 Registration	3 Service Overview	4 Resume and Payment	5 Finish
			Bank transfer		
If you cannot attach the	Make a transfer with an amount o e proof of payment at the time, you can uplo	F300€ to the following account. Please write your l ad a document stating your payment commitmen See more data / Orders/cancellations″ and click I	NAME, SURNAME and CODE or TITLE OF T t. You have 10 days to upload the real pro- n "Payment document upload" or you car	HE COURSE and upload It here In order to be valida of of payment. You can attach It by accessing to "I a n send us a copy of the proof to Info@ulk.eus	ited by the Summer Courses. im Student / My registrations / Courses in which I am enrolled /
		Bank	Banco Bilbao Vizcaya Arg	entaria	
		Address	Avda. de la Libertad 36, 4ª	planta	
		City	20004 Donostia / San Seb	pastlán	
		IBAN	ES95 0182 5709 48 00100	110034	
		SWIFT	BBVA ESMMXXX		
			Thank you!		
		Examin	ar No se ha seleccionado ningún archivi	0.	
«Back		Selecci	one un archivo.		Next>>

### 2. Click next onto **Step 5.** You are now registered.

#### TO UPLOAD YOUR PROOF OF PAYMENT

Go back to <u>this registration site</u>. As you are already registered, enter this time with your mail and password. You will be directed here:

On the tab "I am Student" click on My registrations / Courses in which I am enrolled (in blue)

UDA IRA CURSOS DE VERAN UPV/EHU	C ESTÁS EN: Soy Alumno/a / My Registrations						Spanish   Basque   English	mcarmen_alonso@e & Students' department: +34 943 21 5 & Teachers' Department: +34 943 21 5 & Comunication: +34 943 21 5	hu.es 5 11 17 51 10 79
Personal area	<ul> <li>Proposals - Activities - I am Student - I am Director - I am speaker - My Registrations</li> </ul>	-						<b>≥</b> 29 🔶 👗	U
	Courses in which I am enrolled		Courses that I c	an enroll			Notice of Availabil for courses without : (2)	ity seats	
							Search:	Show 10 💌 entrie	15
Code 🛛 🝦	Title	🔷 Category	🔷 Start date ,	, End date 🗧	Location	🔶 Sta	ate	<b>\$</b>	÷.
105-17	Photo-ElectroCatalysis at the Atomic Scale (PECAS)	Presentials	2017-06-27	2017-06-30		Ca	incelado	See more data	
045-17	13 th European Conference on Surface Crystallography and Dynamics (ECSCD13)	Presentials	2017-06-19	2017-06-21		0	Matriculado (por validar)	See more data	

Edit the course (see more data). Go to the tab Orders/cancellations and on the column "Actions", click on "Payment document upload". If there is any problem, you could send a copy of the proof to <u>info@uik.eus</u>

ACTIVITY T	Itle: 13 th European Conference	e on Surface Cry	stallography and	Dynamics (ECSCD13) Code: 045-17						
Program	Orders/Cancellations	Bills								
Code	Fecha	Name	Surname	E-mail	Total	Lineas	State	Payment method	Documents	Actions
11487	2017-02-10 15:44:08	Karmela	Alonso	mcarmen_alonso@ehu.es	300	REGISTRATION (Regular Fee)	No pagado	By bank transfer		2 Payment Document Upload

You could also ask for more services if you had forgotten when you first registered.

## TO GET YOUR INVOICE

If you have paid by credit card you will be able to get your invoice immediately. If you have paid by bank transfer you will have to wait until your payment is validated. In any case, to get your invoice, you have to go back to <u>this registration site</u>. On the tab "I am Student" click on My registrations / Courses in which I am enrolled (in blue) Edit the course (see more data). Go to the tab "Bills" and where it says "descargar" you can download your invoice.

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