# Instructions for registration

Registration is now open. Please register as soon as possible, because the space is limited. The registration portal will stay open until the workshop is full and will close by **June 11,** in any case.

Please read these instructions before you click on the **link to the registration portal (at the end of these instructions)**

**Registration procedure:**

- Click on the link provided below. You will be directed to this conference registration site. When you click on the word ENROLL, a first screen will appear. There, you have to log in (if you are already a user of UIK' platform) or register to be a user, before accessing the actual registration for this conference.

- Choose the language on the interface (top right). Log in (**Enter**) or create an account (**Register**) on the platform. If your email is already used, and you do not remember the password, request for it to be emailed to you.



- Once you have logged in or registered as a user of the platform, you will automatically be directed to this conference registration. For successful registration, make sure you go through all the steps. Any query, please contact ainhoa.urbieta@uik.eus

- **On step 1 (personal information),** it is important to write your affiliation. Even though the field is not compulsory, it will be needed for your badge.

- **On step 2 (Registration),** you choose your registration option. For non-standard fees, upload certification requested. Click on the services you will attend (lunches, dinner…). It is important to click on every service you are attending; otherwise we will think you are not coming on the date you have not selected. Write your food restrictions, if any, in the space provided once you click. You can bring an accompanying person to the conference dinner. If that is the case, you will have to pay an extra **60€,** and also indicate their special needs. Click on the accommodation option, if you wish, to check for availability at a couple of residences which offer reduced prices (no rooms blocked). If you click on this option, you will receive a mail with information about how to proceed to access.

- **On step 3 (Service Overview),** you will be able to see the options you have selected and check if they are correct. If there is something missing, you can go back and select it.

- **On step 4 (Resume and payment).** If you need a pro-forma invoice for your institution to pay for your fee, **check first if you have to change your billing address. If you select the pro-forma option without changing your billing**

**address, the invoice will be issued to your personal address.** Click on the option "Add a new address", for both pro-forma and final invoice to be issued to the correct billing address.

You can choose either to pay by credit card or bank transfer:

- **Credit card**: It is the easiest way, as you enter directly the bank platform and you will be able to finish your registration straight away. You do not have to go to step 5.

- **Bank transfer:** If you choose bank transfer, you must click on such option, but you will not be definitively registered until you upload a proof of payment, and this is validated. You will find the bank information on step 4, to make your transfer. If, before abandoning the registration process, you can get your proof of payment, you will be able to finish the process by clicking next onto step 5. Upload the document there, and finish your registration at that very moment. However, this is not usually the case and so, you will have to abandon registration until you get your document, and enter your personal area later to upload it.

   Once your transfer has been made and **you have the proof to upload**:

- If, in the meantime, **you have NOT received a cancellation message**: Access your personal area on Cursos de Verano's platform: **https://www.uik.eus/en/home.** Log in (top right- hand corner).



As you are already on the system, enter as a user with your mail and password. You will be directed to your personal area. There you can find information about this and other conferences you have attended with UIK (and get certificates, bills etc). To access this conference information, scroll down on the page and you will be able to see the conference under the words "My registrations". Click on **"+Info"**



Click on the tab Orders/Cancellations (right-hand side), click on the blue button "Payment document upload". Once they validate your proof of payment, you will be officially registered.

If there is any problem, you could send a copy of the proof to [ainhoa.urbieta@uik.eus](mailto:ainhoa.urbieta@uik.eus) stating your name, surname and title of the conference.

- If, in the meantime**, you have received a cancellation message,** the mail will inform you that you have to start your registration again and will give you some general instructions that may confuse you. Perhaps **the simplest way is to answer this message attaching your proof of payment**, and wait for your cancelled registration to be validated. However, you can also register again. Just click on the registration link again (as this is the direct way without having to look for the conference anywhere else), enter as a user this time, with your mail and password. Step 1 will stay as you had left it, so you will not need to fill in your personal details again, go to the following steps choosing your options and upload the proof of payment on step 5. Finish your registration.

Later on, when you need your definitive bill, attendance certificate, etc., you will be able to find all this in the same way as explained above (Access to personal area, scroll down to find the conference and click on **"+Info"**

Click here now for **Registration**.