



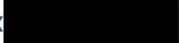
**Tutorial – Registration and payments
on the Azur-Colloque platform**

Step 1 – Fill up the registration form

- Personal information



Azur-Colloque : Registration  

«  » : Registration

Personal data

Gender : <input checked="" type="radio"/> Mr <input type="radio"/> Ms	Department/Unit : <input type="text"/>
Last name (*) : <input type="text"/>	Organization's name (*) : <input type="text"/>
First name (*) : <input type="text"/>	City (*) : <input type="text"/>
E-Mail (*) : <input type="text"/>	Country (*) : <input type="text" value="France"/>

(*) : Required field

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Affiliation information is collected for statistical purpose

- Logistical information

Azur-Colloque : Registration  

«  » : Registration

Logistical information

Arrival date :	<input type="text" value="19/10/2022"/> dd/mm/yyyy	Departure date :	<input type="text" value="21/10/2022"/> dd/mm/yyyy
Arrival time :	<input type="text" value="--:--"/> ⌚ hh:mm	Departure time :	<input type="text" value="--:--"/> ⌚ hh:mm

Comments, any precision you wish to inform the organizer (food intolerance, ...):

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You can notify here your dietary restriction, if you have one, or any information you would like the organizing committee to have.

- Billing information

Azur-Colloque : Registration 

« [REDACTED] » : Registration / Billing

Payer

Please note the following information will be used to establish your bill

The invoice must be established :

- to your name :

- to organization's name :

Address (*) :

ZIP Code (*) :

City (*) :

Country (*) :

I certify that the billing elements listed above are correct. The outcome of these invoice information will not be editable.

(*) : Required field

Make sure to provide the information of the paying person or entity.

Step 2 – Choose your category of access

Azur-Colloque : Registration  

«  » : Registration / Price

Price range

Category (*) :

 Extras :

 Reductions :

(*) : Required field

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Click on the arrow to open the drop-down menu and choose the category you want.

Bellow, you can add any extras suggested, *be careful, some may be limited*.

If available, you may be eligible to reductions.

Step 3 - Payment

- Billing method



Azur-Colloque : Registration  

« [REDACTED] » : Registration / Payment

Bill

Registration as :	
Total HT	
Tax rates (10%)	
Total TTC	

Payment method

Payment choice :

Please pay by credit card without any stop during the payment process :

Online payment    (Accepted cards are CB, VISA, Mastercard and e-cartebleues)

Purchase order is allowed **only for french organizations :**

Transfer or purchase order

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You will find a summary of your order, with prices and tax rates.

You can now choose your payment method: online payment or transfer.

Payment by purchase order is only allowed to French organizations!

- Online payment

Azur-Colloque : Registration 

«  » : Registration / Payment by credit card

Redirection
To pay by credit card, after clicking on the button below, you will be redirected to a secure and dedicated website.



 [Paybox payment](#)

Cancel
If you leave your registration now, it will be blocked and you can not return.
To cancel your registration, click on the link below :

[Remove](#)

Payment
To return to the payment method selection page click on the button below :

[Go back to payment](#)

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

Click on the “paybox payment” to be transferred to the Paybox secured platform.

- Transfer payment

Azur-Colloque : Registration

« [redacted] » : Registration / Data for transfer

Contact information for the transfer's sender

Contact name (*) :

Phone (*) :

E-Mail (*) :

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Fill the transfer's sender contact form.

Azur-Colloque : Registration

« [redacted] » : Registration / Registration finished

Your registration has been recorded. To complete your registration please send your payment.

The transfer is due to :

L'Agent Comptable de ENS de LYON
RIB : 10071-69000 00001004479-13
IBAN : FR76 1007 1690 0000 0010 0447 913
BIC : TRPUFRP1

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You will have the transfer information on the next page. You will also receive this information by email.