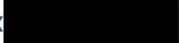**Tutorial – Registration and payments**

on the Azur-Colloque platform

Step 1 – Fill up the registration form

- **Personal information**

Affiliation information is collected for statistical purpose

- **Logistical information**

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

- **Billing information**

Make sure to provide the information of the <u>paying person</u> or <u>entity</u>.

Step 2 – Choose your category of access

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**

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

You can now choose your payment method: <u>online payment</u> or <u>transfer</u>.

<mark>Payment by purchase order is only allowed to French organizations!</mark>

- **Online payment**

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

- **Transfer payment**

Fill the transfer's sender contact form.

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