BBVIV-7

Registration for participation and accommodation

Registration for BBVIV-7 is a two-step procedure. It also includes the reservation of accommodation at the conference venue, the *Vacanciel* resort in Carry-le-Rouet, which is highly recommended. (Please read the information on how accommodation is handled for this event in the separate document **Accommodation.pdf**.)

Although the procedure is straightforward, a few errors and inconsistencies exist on the two websites used for registration. Please read the following instructions and comments, and then use your common sense when registering.

STEP 1 – Information on participation and accommodation

This applies to **all** participants (regular attendees, students, invited speakers, organisers)

- Log into **https://bbviv7.sciencesconf.org**. If you do not have a *sciencesconf* account, create one by following the corresponding link on the login page. If you have submitted an abstract, use the same login credentials.

- Choose 'Register' in the left menu and fill in the information in the short form that appears. Part of your personal details should already be filled in automatically.

- Click [*Overview*], review everything (if you need to change something click on '*Modify data*' at the top), then [*Submit*] and log out.

- You can still modify the given information, up until the registration deadline **25 June 2018.**

STEP 2 – Payment

All regular attendees and students must complete this step.

Payment must be made through a different secure website; unfortunately you have to enter some information a second time.

Go to: **https://www.azur-colloque.fr/DR12/inscription/inscription/94**

You do not create an account on this site. This means that you cannot save an unfinished transaction for later completion, you have to finish the process in one session. If you are not ready to finalize the payment, you can abort at any time by clicking on [*Give up and go back to homepage*] at the bottom of each page.

- Fill in your '*Personal data*' on the first page. → [*Next*]

- On the '*Logistical information*' page, enter your arrival and departure dates and times. The dates should be the same as given in Step 1. If you have entered a comment or special request in Step 1, no need to do it again here. → [*Next*]

- Choose your billing option and tick the box in the red field. → [*Next*]

- On the page named '*Price*', choose your registration category. Reduced rates will be available until 25 May 2018. Choose '*Student registration*' only after having obtained approval from the organisers; for this, send an e-mail request including a copy of your student ID to Thomas.Leweke@irphe.univ-mrs.fr. There is no registration fee for accompanying persons.

- If you stay at the Vacanciel resort, your accommodation between 2 and 6 July must be paid at registration, even if you arrive earlier and/or stay later. Under '*Extras*', choose the relevant option for you (3 or 4 nights, single, double or shared double room). Tickets for accompanying persons, for the banquet on Thursday night (5 July), should also be paid for at this stage.
  If you need an accommodation option that is not on the list (e.g. more than 2 persons, different dates), please contact Thomas.Leweke@irphe.univ-mrs.fr for instructions before registering.

- Payment can be made only by credit card for participants from outside France. French organizations can also pay through bank transfer, in which case they first have to send a purchase order to CNRS. Choose your option on the '*Payment*' page and follow the instruction for paying.

- You will receive an invoice and a confirmation after your payment. If you paid for accommodation at the Vacanciel resort, we will make the corresponding reservation for you.

Deadlines

- **Accommodation at the Vacanciel resort** can be guaranteed only if the registration (including payment) is made before **30 April 2018**.

- **Registrations accompanying a presentation** at the conference must be made (and paid for) by **25 May 2018**, for the contribution to be included in the program. Every contribution must have a separate registration.

- Registrations deadline for **participation in the BBVIV-7 conference** is **25 June 2018**.