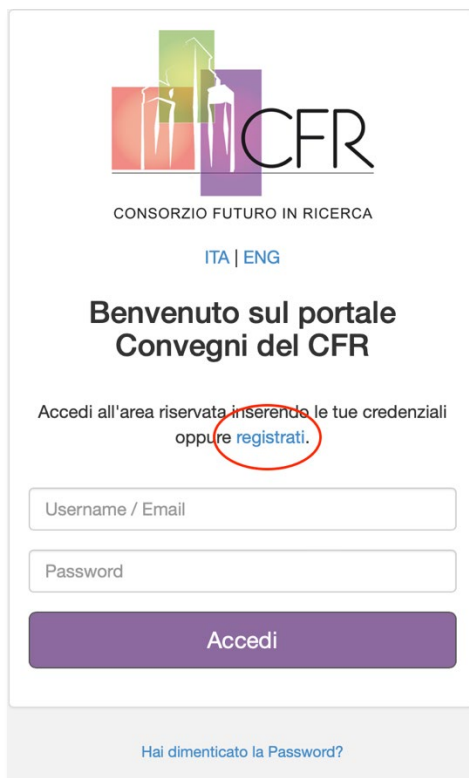


## REGISTRATION PROCEDURE

To subscribe to the Congress is necessary to Register on the **CFR Conference Portal** (different from AISU portal) using the following procedure (in case of problem write to [convegni@unife.it](mailto:convegni@unife.it)):

1. Follow the registration link at “congress fees” section at the Congress webpage. You will be redirected to the CFR portal page (as shown in the image):



2. Click on “**sign in**”, fill in the fields requested choosing a password.
3. Check your e-mail: you will receive an e-mail from [convegni@unife.it](mailto:convegni@unife.it) to get the pre-registration confirmation (check SPAM if you don’t see the e-mail). Follow the link received by e-mail, use the ID (your e-mail) and PASSWORD selected to access the registration pages, to proceed with the subscription.
4. Check the corresponding fee (if there is an accompanying person, check the corresponding box at the same time).
5. Fill “**personal and fiscal data**” fields, both with your personal data, and the invoice header and shipping.
5. Tick the box which apply to the **type of invoicing** and the one for the **privacy policy**.
6. Fill the “**accepted method of payment**” field and select the preferred one.
7. Continue with “**summary and confirmation**”, check carefully the typed data.
8. To confirm your completed registration please remember to click on the statement “**Please confirm your participation at the event**”. You will receive an e-mail attesting the successfully conclusion of the registration process.

You will receive the OFFICIAL REGISTRATION CONFIRMATION along with the related INVOICE only by e-mail. The registration to the conference will only be valid when full payment will be received by the Secretariat.

### PAYMENT METHODS

The payment of registration fees must be in Euros only and can be done by BANK TRANSFER or by CREDIT CARD.

**BANK TRANSFER:** Payment by bank transfer must be certified during the registration process with the upload of the bank receipt.

Account Holder: CONSORZIO FUTURO IN RICERCA

Bank Name: Unicredit Private Banking – Ferrara, Italy Account Number: 1326114

IBAN: **IT 87 W 02008 13009 000001326114**

SWIFT/BIC: UNCRITM1Y73

Payment REASON: IPPO/48 - NAME SURNAME of the participant

Bank charges are the responsibility of the participant and should be paid at source in addition to the registration.

**CREDIT CARD:** Payment by credit card may be carried out directly at the end of the registration process. Once concluded the transaction on the secure site for payments, **please remind to CONFIRM the participation on the registration form.**

N.B.

In case of **BANK TRANSFER** payment, you must upload the bank receipt (jpg o pdf).

In case of **CREDIT CARD** payment, you will be redirected to the Security Site for Payment.

Once concluded the transaction on the secure site for payments please return to the Registration portal and CONFIRM your registration as follow

For any information concerning registration, invoicing and payments please contact the Administrative Secretariat:

**CONSORZIO FUTURO IN RICERCA**

e-mail [convegni@unife.it](mailto:convegni@unife.it) | ph. +39 0532 762404