



## AZUR COLLOQUE

paying the BEAUTY 23 conference fee (in order to finalise registration)

### Important points:

- **no on-site payment** (cash, VISA, ...) will be accepted;
- fees must be paid exclusively via Azur Colloque;
- **unpaid registrations** after June 18th will be **cancelled**;
- online fee **payment cannot be cancelled nor modified**;
- conditions for reimbursement are directly set by the CNRS (only medical circumstances can call for a case by case review & consideration), and the local committee has no saying on the matter.

Payment of the fee requires **two steps** (once you registered in the INDICO page):

**(i) Pre-registration**, following the link to Azur Colloque (given at the end of the document) After completing the pre-registration form (choosing the appropriate fee), an email confirming your pre-registration will be sent.

Following this, the organisers must validate the pre-registration, in agreement with the information you entered upon your INDICO registration. This can take some time (up to 24 hours, eventually more if you pre-register during a week-end, so do not worry if the pre-registration is not immediately validated).

**(ii) Final registration**, upon validation of the pre-registration (**online payment**)

Once the pre-registration has been validated by the organisers, a second email will be sent, now inviting you to carry out the final step of the registration, which consists in the payment of the fees.

This can be exclusively done via credit/debit card foreign participants (i.e. not attached to a French Laboratory) or exclusively via purchase order/transfer for members of a French Laboratory.

No bank transfers are allowed.

As mentioned above, online fee payment cannot be cancelled nor modified (with any conditions for reimbursement being directly set by the CNRS).

**Registration on the INDICO webpage will be finally confirmed by the organisers once the above steps (registration in Azur Colloque & payment of fees) have been carried out.**

***Please carefully read the detailed instructions listed in the following pages.***

At the end, you can find the link to the Azur Colloque dedicated webpage, where you can do the pre-registration.

Note: For accompanying people, a separate Azur Colloque registration must be carried out (using the email of the attending participant).

## 1. Pre-registration

The link at the end of this note will give you access to the Azur Colloque website dedicated to the BEAUTY 23 conference. The entrance page looks as the screenshot in Fig.1.

### 1a)

Begin your pre-registration by filling in your details in the "personal data" section. Please use the **same email as you used upon the INDICO** webpage registration.

**Fig.1**

For the price range, choose one of the following options

- a) Early-bird fee (until 10/06/2023) for senior scientists: 300€
- b) Early-bird fee (until 10/06/2023) for Ph.D. students: 200€
- c) Late payment (from 11/06/2023), for all participants (Ph.D. students included): 450€
- d) Accompanying people: 100€

Verify that the **chosen option matches the one of the INDICO registration** (if needed update the INDICO registration before proceeding with the pre-registration in the Azur Colloque procedure). If data does not match, **the pre-registration will not be validated** by the organisers.

### 1b)

Once you fill the data, click the "Next" button at the bottom of the screen. By doing so, **you have completed the pre-registration** (as confirmed by the messages on the screen, see Fig.2).

At this point, you should receive an email from "no-reply@azur-colloque.fr", to confirm the pre-registration, with the following text:

*"Hello,*

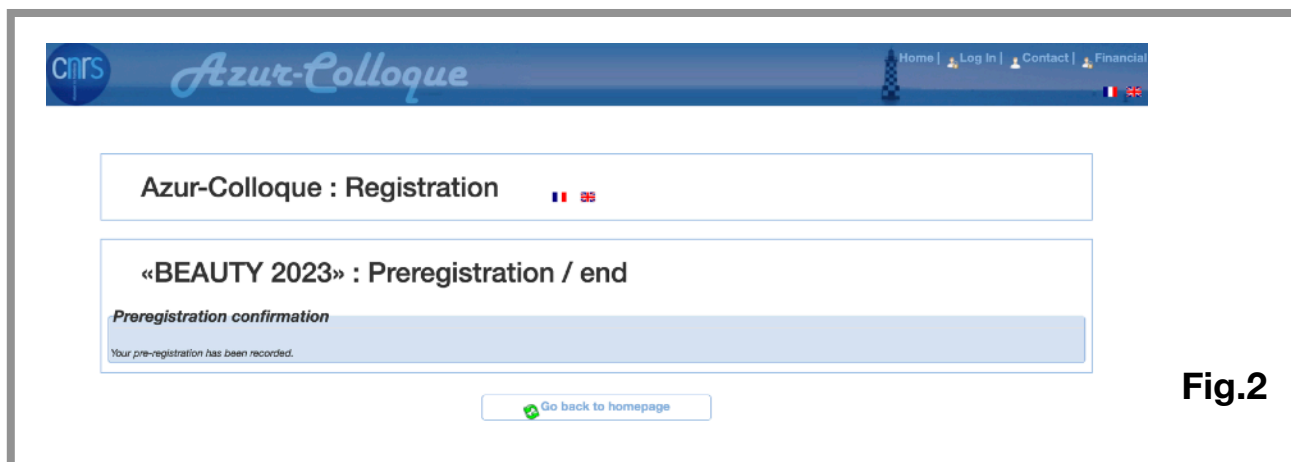
*Thank you for your pre-registration to the « Beauty 2023 » was validated.*

*Once it is validated, by the conference committee, you will receive a notification allowing you to complete your registration.*

*Best regards,"*

Before being able to continue (and carry out the payment of the fees), **the organisers must approve the pre-registration.**

We remind you that this can take some time (in general less than 24 hours).



**Fig.2**

## 2. Final registration (payment of the fees):

Following the pre-registration, the organisers will validate it (in agreement with the submitted data).

### 2a)

Azur Colloque will send you another email (see the example below), with a **dedicated link**, inviting you to continue with the procedure, so that you can pay the fees.

*“Hello,*

*Thank you for your pre-registration to the "Beauty 2023", from 03/07/2023 to 07/07/2023 has been validated by the organizer. To validate your registration, thank you to connect on the site [https://www.azur-colloque.fr/DR07/inscription/preinscription\\_validation/307/fr](https://www.azur-colloque.fr/DR07/inscription/preinscription_validation/307/fr) and complete your registration.*

*Best regards,  
Organiser”*

### 2b)

The link once again takes you to the Azur Colloque website.

### **IMPORTANT:**

Finish all the required steps in this section completely, and proceed to do the payment. The link can only be used once. Should you halt the procedure, a bug prevents from re-using the link. If this happens, do contact the organisers for help.

Your personal data will be asked once again: this is not a bug, but rather a cross-check. Please, **be very attentive** and **use exactly the same data** (last name, first name and e-mail address) given for the **pre-registration** (see Fig.3). If not, the system will not be able to retrieve the correct information.

The screenshot shows the 'Azur-Colloque : Registration' page. The header includes the CNRS logo and 'Azur-Colloque' text, with navigation links for Home, Log In, Contact, and Financial. The main heading is '«BEAUTY 2023» : Registration / identification'. Under the 'Personal data' section, there are input fields for 'Last name (\*)' (Smith), 'First name (\*)' (John), and 'E-Mail (\*)' (john.smith.00@yahoo.com). There are 'Clear' and 'Next' buttons at the bottom of the form, and a 'Give up and go back to homepage' button at the very bottom.

Fig.3

## 2c)

The "Next" button at the bottom of the screen will take you to a new page concerning "Logistical information" (see Fig.4). Please leave this section empty, as only the information you provided upon the INDICO registration will be taken into account by the organisers.

The screenshot shows the 'Azur-Colloque : Inscription' page. The header includes the CNRS logo and 'Azur-Colloque' text, with navigation links for Accueil, Connexion, Contact, and Gestion. The main heading is '«BEAUTY 2023» : Inscription'. Under the 'Informations logistiques' section, there are input fields for 'Date d'arrivée' (03/07/2023), 'Date de départ' (07/07/2023), 'Heure d'arrivée', and 'Heure de départ'. There is a text area for 'Commentaires, toute précision dont vous souhaitez informer l'organisateur (intolérance alimentaire, ...):'. There are 'Effacer' and 'Suivant' buttons at the bottom of the form, and an 'Abandonner et retourner à l'accueil' button at the very bottom.

Fig.4

## 2d)

By hitting "Next" once again, you are taken to the section dedicated to "Billing" (payer). Please, fill the billing information, paying attention to whether or not you explicitly require a bill on your Institute name: should this be the case, please tick the box next to "to organization's name". (Otherwise the bill will be issued to your name.) See Fig.5.

**Azur-Colloque : Inscription** FR GB

**«BEAUTY 2023» : Inscription / Facturation**

**Payeur**

Attention les informations suivantes serviront à établir votre facture

La facture doit être établie :

- à votre nom :  John Smith

- au nom de votre organisme :  Laboratory

Adresse (\*) :

Code postal (\*) :

Ville (\*) :

Pays ou Région (\*) :

**Informations fiscales**

Votre organisme a-t-il un identifiant professionnel (pour les pays de l'UE : numéro de TVA intracommunautaire, pour les autres : numéro fiscal ou commercial par ex) :  Oui

Si oui, mentionnez-le :

Non

Je certifie que les éléments de facturation indiqués ci-dessus sont corrects. La facture issue de ces informations ne sera plus modifiable.

(\*) : champ obligatoire

Fig.5

## 2e)

Another hit at "Next", and you will be subsequently directed to a section on "Price (range)", as illustrated in Fig.6.

There is just **one option** present - the one **you chose upon the pre-registration** procedure, and which was validated by the organisers (cf. step 1a) ).

Note: If for some reason you must change the price category, do not proceed: modify the INDICO registration data and immediately contact the organisers.

**Azur-Colloque : Registration** FR GB

**«BEAUTY 2023» : Registration / Price**

**Price range**

Category

(\*) :

(\*) : Required field

Fig.6

**2f)**

The next screen offers a summary of the fee and method of payment (see Fig.7).  
The value of the fee reflects the choice done in step 1a) of the pre-registration. After May 15th only two category will be available (late registration fee of 450€ for all participants, and accompanying people, 100€).

Concerning the payment, please notice:

**Foreign participants** (i.e. not attached to French Laboratories) - select "**Online payment**", via debit or credit card, or Master card **only**.

**Do not select** "transfer or purchase order" (red area at the bottom of page) - as in this case your **INDICO registration will not be validated** nor completed.

**French Laboratory members** - select the "transfer or purchase order", and contact your local Administration to proceed with the purchase order (**compulsory**).

Important information:

**CNRS credits** - VAT = 0% ; other credits - VAT = 10%

The mentioned fees (200€, 300€ or 450€) correspond to the "TTC" price that must appear in the "bon de commande".

For the **purchase order**, notice that

Section CNRS = DR7 (Délégation Régionale Rhône Auvergne)

Identifiant ("identifiant du fournisseur") = 0922 (Laboratoire de Physique de Clermont)

For French Laboratory members, **please skip to 2i) - 2j)**.

The screenshot shows the 'Azur-Colloque : Registration / Payment' page. It includes a navigation bar with 'Home', 'Log In', 'Contact', and 'Financial' links. The main content area is titled '«BEAUTY 2023» : Registration / Payment'. Below this, there is a 'Bill' section with a table showing the registration details:

Registration as :	Early-bird fee for senior scientists
Total HT	272.73
Tax rates (10%)	27.27
<b>Total TTC</b>	<b>300</b>

Below the bill, the 'Payment method' section is shown. It includes a 'Payment choice' section with the instruction: 'Please pay by credit card without any stop during the payment process :'. There are two options: 'Online payment' (selected) and 'Transfer or purchase order'. A red box highlights the text: 'Purchase order is allowed only for french organizations :'. At the bottom, there are 'Clear' and 'Next' buttons, and a 'Give up and go back to homepage' button.

**Fig.7**

## 2g)

A new page will now invite you to confirm that you want to continue the **payment procedure** (see Fig.8). Please click on "**Paybox payment**", so to be directed to a secure & dedicated server in which you can enter the card details (see Fig.9).

**Azur-Colloque : Registration** FR EN

«BEAUTY 2023» : Registration / Payment

**Bill**

Registration as :	Early-bird fee for senior scientists
Total HT	272.79
Tax rates (10%)	27.27
<b>Total TTC</b>	<b>300</b>

**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-cartesbleues)

Purchase order is allowed only for french organizations :

Transfer or purchase order

Clear Next

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

Fig.8

**Azur-Colloque : Registration** FR EN

«BEAUTY 2023» : 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

Fig.9

## 2h)

The **secured site** looks like Fig.10. It displays the amount to be paid, as well as the regional CNRS section responsible for handling the fees (in our case CNRS Rhone-Auvergne).



Fig.10

**2i)**

Once the payment has been successfully made (or transfer for French Laboratory members), a **confirmation email** (also including the invoice) will be sent to your email address.

**2j)**

As soon as payment is confirmed, the organisers will act upon the **INDICO registration** to fully **validate and complete it**.

Your **name** will subsequently appear in the **participant list**, which we invite you to check. For any issue, do not hesitate to contact the organisers.

Link to the Azur Colloque dedicated website:

<https://www.azur-colloque.fr/DR07/inscription/preinscription/307>