



Invisibles Workshop 2014

Payment of the fees “Colloque-Azur” Interface

The payment goes via a web-interface “Colloque-Azur”, operated by the CNRS.
If you have **Accompanying people**, please be sure to read the information on the payment of the “fees” at the end of this file.

The payment proceeds in two stages:

I) Pre-registration

Follow the link:

<http://dr04.azur-colloque.cnrs.fr/pre-inscription.php?colloque=87&lang=en>

You will have (again) to provide basically the same information as you did when registering on the Workshop webpage. Please re-do it (despite being already registered for the Workshop), as otherwise you will not be able to proceed!

Please, make sure you enter all fields marked with an *, as the process will not work without them. Notice that the first data block (Address, etc.) corresponds to your personal data while the second concerns your Institution’s one.

Fields to choose from

“You are” field: please select “Researcher” (not really relevant)

“CNRS employee”: if not, just leave it unticked

“Tarification”: Please check the email that the Organisers sent you, and choose **the appropriate** possibility - **Participant A, Participant B**

II) Registration and payment

Once the "pre-registration" is achieved, the system will send an email with a link allowing you to **finalise your registration** and **access a (secured) payment webpage**. (Although not likely, it is possible that the system might take more than 24 hours to send the email.)

(Some information demanded is useless - it is just an unavoidable feature of the "Colloque-Azur" interface - we will only use what is available on the corresponding Indico webpages.)

At the end of the procedure, you will be able to proceed with a **secure payment** either by credit card or through a bank transfer (although the system does not encourage the latter one).

Finally, once the payment is successfully done, you will receive a final confirmation email with an attached invoice (corresponding to your registration).

Please, be sure to **bring a copy of this invoice with you**, which will be asked upon arrival at the Workshop(local registration and welcome).

Notice that **without invoice no reimbursements can be done by your funding institution** (node, university, etc).

Accompanying people

The Accompanying person "fee" is 120Euros, and covers the Workshop Reception and the Workshop Social Event/Dinner.

To pay for the "fee" of the accompanying person, please follow the instructions below:

- Repeat the pre-registration for your Accompanying person, selecting the category **"Tarification": "Accompanying person"** (please provide a different email address from your own).
- Once the pre-registration has been confirmed, you'll receive an email prompting you to register the Accompanying person.
- An invoice will be generated, prompting you to pay via bank transfer or credit card movement.

Notice that this allows you to register an accompanying person at any time (independent of your own registration/payment of fees).

