

Registration process on sciencesconf – step by step

Step 1: log in

To registrate for the CRE 2022 Montpellier, please login with your sciencesconf account. This account is the same you used to submit your abstract.

Once logged in, click on « my registration » on the left side of the screen, in the section « my space ».

Step 2: fill the form

You will then get access to a form that will allow you to register and choose your options. Please give an answer to every mandatory field. **You will find more information about the different choices in the 2nd circular.**

REGISTRATION

(* : Required fields)

Email address *
Enter your email address

Login :
Choose a user login for the Sciencesconf.org platform

Lastname *

Firstname *

Default language of the website :
All the texts of the interface (home, menu, content) will be posted in the selected language

Institution :

Country of your organization :

Arrival date *
Specify your arrival date

Departure date *
Specify your departure date

Registration fees :
Registration to the congress - please select the line corresponding to your situation

Dinner *

Trip to Marseille *

Once this is done, click on « overview » at the bottom of the screen. This will show you a summary of your choices. **Please check them carefully, since modification will not be possible after submission.**

Step 3: verify and submit your form

Once you have checked your information, click on the button « submit ». **Your registration will not be registered until you have clicked on « submit ».**

REGISTRATION

Summary of registration data

Overview [Modify data](#)

Email address	████████████████████
Login	██████
Lastname	██████
Firstname	██████
Default language of the website	French
Country of your organization	France
Arrival date	2022-09-26
Departure date	2022-09-30
Registration fees	Registration - Communications (33 € incl tax)
Dinner	Yes (fish) (22 € incl tax)
Trip to Marseille	Yes (11 € incl tax)

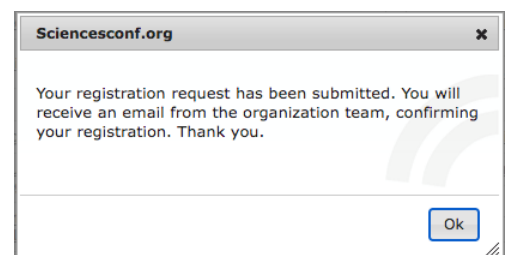
Submit

Step 4: check your email and send additional pieces if needed

When you have done so, you will see a box indicating « your registration request has been submitted. You will receive an email from the organization team, confirming your registration. Thank you. »

If you do not receive such an email in the next 24h, check your spam folder. If you have nothing, send us an email to make sure your registration has been taken into account.

In case you have an exoneration of fees, please send us ASAP an email with a proof of your situation. In the case the fees you have to pay amount to 0€, you still have to register to be included in the final program.



Step 5: you wait, it's our turn to act ;) (but check your email for news of us)

We will then check each registration before approving payment, in order to avoid any mistakes. This will be particularly important as regards the conference dinner and the trip to Marseille, since attendance to both will be limited to a certain number of places. This will be done on a **first-come first-served basis**, therefore **register as soon as possible** if you wish to participate to these. **In any case, final booking will only occur once you have paid the fees (step 6).**

Step 6: payment

Once we have approved your registration statement, you will be able to pay the fees. **In the same section entitled « my registration », you will now have access to a summary of your registration and the amount to pay.**

You may change the addressing information if you need specific details on the invoice, under « addressing invoicing ».

Below that, you will find the different modes of payment available to you, mainly online card payment or bank transfer. Click on your preferred choice of payment and follow the steps accordingly.

In the case of bank transfer, please **do not forget to give your name and the mention « Congress CRE 2022 » in the transfer** information, for easier processing of your payment. Please also send us an **email with a screen capture of your transfer.**

If you would like to pay by purchase order ("bon de commande"), please contact us.

PAYMENT

Below, you can consult the detail of your registration fee to the conference Current Research in Egyptology 2022 - Montpellier and the payment modes to be able to discharge expenses to you.

Summary [Modify data](#)

› Amount to pay : : 66 € incl tax [Details \(+\)](#)

› Addressing invoicing
Please enter the billing address

NAME SURNAME
ADDRESS

Modes of payment

You can select to pay :

Online
Amount : 66 €

Click below to access the secure site for payment

You can select to pay :

By bank transfer
Amount : 66 €

Bank informations :

You can select to pay :

By purchase order
Amount : 66 €

Mailing address for order form :

You must click on the button below if you want to make a payment by order form

Please contact us if you encounter any problem with registration or payment at [cre2022montpellier @ gmail.com](mailto:cre2022montpellier@gmail.com).