

## Steps for paying the conference fee for QCD@LHC2022 in order to finalise your registration

*Note: The only way to pay is by credit/debit card online, before November 7,2022. Do not select payment by transfer as we will not validate them (this is only for internal use). Unpaid registration will be cancelled as it is not possible to pay on-site.*

There are **2** main steps to complete the payment of the conference fee.

**1. Pre-registration:** The link to access the Azur-Colloque website is at the end of this note which you need to carefully read. After completing the pre-registration form, which includes the selection of the price category, you will receive a confirmation email of your pre-registration. The organisers then needs to validate your pre-registration according to the information in the INDICO<sup>12</sup>.

As such, please do not worry if your pre-registration does not get validated immediately as it may take some time, less than 24h.

**2. Final registration = online payment of the fee by credit/debit card:** Once your pre-registration has been validated, you will receive a **second email** inviting you to proceed to the final registration, i.e. the payment of the fee. Note that **the online payment cannot be cancelled or modified** and the condition for reimbursement is set by CNRS. The registration fee would only be reimbursed under medical circumstances which would be considered on a case by case basis by the CNRS and would be made in 2023. The organisers unfortunately have no control over this.

**Please note that your registration to the conference on the INDICO will be confirmed by the organisers only after you have paid the fee on the Azur-colloque website, ie. after having completed BOTH of the above steps.**

More details regarding each step are explained in the following pages. Please read them before starting the procedure.

---

<sup>1</sup> if the INDICO information does not match the amount (or if you selected the early bird fee after october 7th), we will email you to modify your pre-registration.

## 1. Pre-registration

1i. After clicking on the link at the end of this note, you will be redirected to the Azur-Colloque website, which looks like the screenshot below. Fill in your details in the personal area section. **Please use the same email that was used for the registration on Indico.**

For the price range, please choose among the 4 available options:

- a) Early-bird payment before October 7th, 2022 with conference dinner - 350€
- b) Early-bird payment before October 7th, 2022 without conference dinner - 300€
- c) Late payment after October 7th, 2022 with conference dinner - 425€
- d) Late payment after October 7th, 2022 without conference dinner - 375€

**Please make sure that you choose the option that matches your registration on INDICO. If needed, update your registration on INDICO before submitting the pre-registration form. Otherwise, your pre-registration will NOT be approved.**

Azur-Colloque : Registration

«QCD@LHC2022» : Registration / desired rate

**Personal data**

Gender :  Mr  Ms

Last name (\*) :

First name (\*) :

E-Mail (\*) :

Department/Unit (\*) :

Organization's name :

City (\*) :

Country (\*) :

**Price range**

Category (\*) :

1ii. After clicking on 'Next', your pre-registration will be recorded and you should see the following screen:

Azur-Colloque : Registration

«QCD@LHC2022» : Preregistration / end

**Preregistration confirmation**

Your pre-registration has been recorded.

You will also receive an email from [no-reply@azur-colloque.fr](mailto:no-reply@azur-colloque.fr) confirming your pre-registration, containing:

"Hello,

Thank you for your pre-registration to the « QCD@LHC2022 » was validated.  
Once it is validated, by the conference committee, you will receive a notification allowing you to complete your registration.

Best regards,"

**At this stage, you will have to wait until your payment pre-registration is approved by the organisers.**

## 2. Final registration and payment of the fee:

2i. After your pre-registration has been approved, you will receive an email from [no-reply@azur-colloque.fr](mailto:no-reply@azur-colloque.fr) like the one below requesting you to complete your registration and to pay the conference fee:

"Hello,

Thank you for your pre-registration to the "QCD@LHC2022", from 28/11/2022 to 02/12/2022 has been validated by the organizer. To validate your registration, thank you to connect on the site [https://www.azur-colloque.fr/DR04/inscription/preinscription\\_validation/248/fr](https://www.azur-colloque.fr/DR04/inscription/preinscription_validation/248/fr) and complete your registration.

2ii. By clicking on the link, you will be redirected again to the Azur-Colloque website. Please fill in your personal details, **being careful to use EXACTLY the same last name, first name and e-mail address which you used in the pre-registration process to retrieve the correct information.**



The screenshot shows the Azur-Colloque website header with the logo and navigation links (Home, Log In, Contact, Financial). Below the header is a navigation bar for "Azur-Colloque : Registration" with language flags for French and English. The main content area is titled "«QCD@LHC2022» : Registration / identification" and contains a "Personal data" section. This section has three input fields: "Last name (\*)" with the value "Smith", "First name (\*)" with the value "John", and "E-Mail (\*)" with the value "john.smith@gmail.com". There are "Clear" and "Next" buttons at the bottom of the form, and a "Give up and go back to homepage" button below the form.

Please note that you will have to finish this section completely and make the payment after this point. Due to a bug in the system, you will NOT be able to re-use the link and make the payment. In the unfortunate case that this happens, please email the organisers.

2iii. After clicking 'Next', you will be directed to the following page about logistical information.



The screenshot shows the Azur-Colloque website header with the logo and navigation links (Contact, Financial). Below the header is a navigation bar for "Azur-Colloque : Registration" with language flags for French and English. The main content area is titled "«QCD@LHC2022» : Registration" and contains a "Logistical information" section. This section has four input fields: "Arrival date" with the value "28/11/2022", "Arrival time" with the value "--:--", "Departure date" with the value "02/12/2022", and "Departure time" with the value "--:--". There is a text area for "Comments, any precision you wish to inform the organizer (food intolerance, ...):". There are "Clear" and "Next" buttons at the bottom of the form, and a "Give up and go back to homepage" button below the form.

You should leave this section **empty**. Only the information of the INDICO registration will be taken into account.

[Payment instructions for QCD@LHC2022](#)

2iv. By clicking on 'Next', you are now directed to the following page, where you should fill in the billing information. **If you need a bill to your institute, you need to tick "to organization's name" (i.e. your institute), otherwise the bill will be at your name without any other information.**

The screenshot shows the 'Azur-Colloque : Registration' page. The main heading is '«QCD@LHC2022» : Registration / Billing'. Under the 'Payer' section, there is a note: 'Please note the following information will be used to establish your bill'. The form asks for the invoice establishment details: 'to your name' (radio button, 'John Smith'), 'to organization's name' (radio button, 'UCLab'), 'Address (\*)', 'ZIP Code (\*)', 'City (\*)', and 'Country (\*)'. A red box contains the text: 'I certify that the billing elements listed above are correct. The outcome of these invoice information will not be editable.' Below the form are 'Back', 'Clear', and 'Next' buttons. A footer note says '(\*) - Required field' and a button says 'Give up and go back to homepage'.

2v. By clicking 'Next', you are now directed to a page confirming the price you will pay. It looks like the screenshot below. There is only 1 category (the one that you picked during the pre-registration process and which was validated by the organisers), so you can advance to the next step. **If you changed your mind: do not go forward, update your INDICO registration and email us.**

The screenshot shows the 'Azur-Colloque : Registration' page. The main heading is '«QCD@LHC2022» : Registration / Price'. Under the 'Price range' section, there is a dropdown menu for 'Category (\*)' with the selected option: 'a) Early-bird payment before October 7th, 2022 with conference dinner - 350 €'. Below the dropdown are 'Back', 'Clear', and 'Next' buttons. A footer note says '(\*) - Required field' and a button says 'Give up and go back to homepage'.

2vi. You will then reach a summary of the bill and the method of payment, which looks the screenshot below. You have to select “online payment”. Transfer or purchase order, in the red area, are only relevant for internal use. If you complete the registration with “transfer or purchase order” **we will not validate your indico registration**. The total (300€, 350€, 375€, 425€) will of course depend on which category was approved during the pre-registration (see 1i.). After October 7, **late fees** (375€, 425€) will automatically be selected by us.

«QCD@LHC2022» : Registration / Payment

**Bill**

|                          |  |
|--------------------------|--|
| <b>Registration as :</b> | c) Late payment after October 7th, 2022 with conference dinner |
| Total HT                 | 386.36   |
| Tax rates (10%)          | 38.64  |
| <b>Total TTC</b>         | <b>425</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-cartebleues)

Purchase order is allowed only for french organizations :

Transfer or purchase order

Clear Next

2vii. Next, you are directed to the following page. Click on ‘Paybox payment’, and you will be directed to securely enter your debit/credit card details.

cnrs Azur-Colloque Financia

Azur-Colloque : Registration  

«QCD@LHC2022» : 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

2viii. The page where you have to input your debit/credit card details looks like:



2ix. After making the payment, you will receive a confirmation email, which also includes the invoice. Please do not misplace it if you need for future reimbursement by your laboratory. We will not have copies at the conference place.

2x. Once your payment is made, we will manually finalise your registration on the INDICO and your name will appear in the participant list.

\*\*\*\*\*

**Link to the website:**

<https://www.azur-colloque.fr/DR04/inscription/preinscription/248>

\*\*\*\*\*