**REGISTRATION PROCEDURE**

To subscribe for the Congress, it is necessary to first **REGISTER** to the **CFR Conference Portal** using the following procedure:

1. Chose the type of Registration:

For **ONSITE REGISTRATION** go to

<https://convegni.cieffeerre.it/Default.aspx?codConv=W-SPO-TRON-23-25-OA>

For **REMOTE REGISTRATION** go to

<https://convegni.cieffeerre.it/Default.aspx?codConv=W-SPO-TRON-23-25-RA>

1. Click on “sign in”, fill the required fields and choose a password
2. Check your e-mail to get confirmation of the registration on CFR Conference Portal
3. Use your **ID** (your e-mail) and **PASSWORD** to **ACCESS** the **CONFERENCE REGISTRATION SYSTEM** by following the REGISTRATION link received by e-mail (the same at point 1.)
4. Please **TICK** the **TYPE OF REGISTRATION FEE**
5. **CLICK** on “personal and fiscal data” fill in the required fields and **TICK** the proper box for the invoice addressing (to you or to your Company Institution) and the privacy policy. Please note: if you chose to address the invoice to your Company/Institution please enter the information for the invoice heading on the fields that will appear on the right side.
6. Click on “accepted method of payment” and select the preferred one

**PLEASE NOTE:**

If paying by BANK WIRE TRANSFER, you must upload the wire transfer statement (jpg o pdf).

If paying by CREDIT CARD, you will be redirected to the secure payment site.

After transaction completion, you must return to the Registration portal and CONFIRM your registration as follows

1. Click on “summary and confirmation” and check the typed data carefully
2. To complete your registration, click on “Please confirm your participation at the event”. You will receive an e-mail stating the successful conclusion of the registration process.

**PLEASE NOTE:** The registration to the conference will be valid only after full payment is received by the Secretariat.

You will receive the **OFFICIAL REGISTRATION CONFIRMATION** and **INVOICE** only by e-mail to the address used for the registration to the CFR Conference Portal from [invoicingcfr@unife.it](mailto:invoicingcfr@unife.it). INVOICES (for Italian registrants the Courtesy copy of the Invoices) are sent within 24 hours of the effective conclusion of the payment process. We suggest to check the SPAM folder in case the invoice is not received within 24 hours of your subscription.

**PAYMENT METHODS**

Registration fees must be paid in Euro currency (€) only either by BANK WIRE TRANSFER or CREDIT CARD.

**BANK WIRE TRANSFER**: Payment by bank transfer must be certified during the registration process by uploading the wire transfer statement.

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 DESCRIPTION: TRON/23 – FIRST NAME and LAST NAME of the attendee

The bank fees are to be borne by the participant and are not included in the registration fee.

**CREDIT CARD**: Payment by credit card may be carried out directly at the end of the registration process. After transaction completion, **you must RETURN TO THE REGISTRATION PORTAL AND CONFIRM your participation (Point 9).**

**ATTENTION**

**ELECTRONIC INVOICING to the Italian Public Administration.**

Participants whose registration is paid DIRECTLY by their PUBLIC ENTITY will still need to proceed with ON LINE REGISTRATION by tick “fattura ente pubblico” and then fill out with the data requested in the form.

If VAT exemption is required, check VAT EXEMPT.

It will also be the participant's responsibility to report in the form fields the information and data required for the issuance of the PA invoice: ENTITY UNIVOCO CODE, C.I.G. Number, C.U.P. Number (if provided), Determination/Order No., Last Name, First Name, Telephone Number, E-mail Address of the ADMINISTRATIVE REFERENT of their Entity.

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