

AISBL, Association Internationale Sans But Lucratif  
841.145.396

Avenue Georges Lemaitre 4-6, 1348 Louvain-la-Neuve, Belgium



The registration to the meeting is possible **online** via registration platform on **IRACON** website ([Members Area](#)) **until January 12nd, 2018**.

Please have in mind that **you need to register through the IRACON website** regardless of the invitation received through e-COST.

Euracon, the European Association for Communications & Networking, handles the Administrative Management of CA15104 (IRACON) meeting in Graz.

## COMPLETE YOUR REGISTRATION

Once you are registered, **complete your registration by paying the contribution to Local Organizer**. The contribution to the expenses concerning the organization of the meeting is **100 €**. It is intended to cover exclusively meeting expenses, i.e., it covers coffee breaks, lunches, and dinner. **Accompanying persons** may attend dinner, upon seating availability, by paying **50 €**. They need to **send an email** with subject "CA15104 - Nicosia dinner" to [lucia.vitiello@unibo.it](mailto:lucia.vitiello@unibo.it) **by January 12nd, 2018**.

Please note: Your registration will only be complete after you pay the Contribution to Local Organiser expense. **Failing to do so by January 12nd will cancel your registration**.

## ACCEPTED METHODS OF PAYMENT

Payments can be made by:

### 1. Bank Transfer

**Account Holder:** Euracon, AISBL, Avenue Georges Lemaitre 4-6, 1348 Louvain-la-Neuve, Belgium

**Bank name:** BNP Paribas Fortis NV (Louvain-la-Neuve)

**Bank address:** Place de l'Université 6, 1348 Louvain-la-Neuve, Belgium



**IBAN:** BE84 0016 9348 0459

**SWIFT-BIC code:** GEBABEBB

**REFERENCE:** [Your first name] [Your last name], registration at [Event name]: EURACON - 6<sup>th</sup> MCM and 6<sup>th</sup> TM, Nicosia]

## 2. On-site payment

The contribution to Local Organizer can be paid on arrival at the meeting, but you need to **send an email to [lucia.vitiello@unibo.it](mailto:lucia.vitiello@unibo.it)**.

Please note: Payment on arrival is allowed **only** in special cases **where payment is not possible before arrival**.

## 3. Online Payment

Euracon accepts PayPal payments adding 3% + 0,35 EUR transaction fee.

To use the online payment, please **send an email** with subject "EURACON - Online Payment – 6<sup>th</sup> MCM and 6<sup>th</sup> TM, Nicosia" to [lucia.vitiello@unibo.it](mailto:lucia.vitiello@unibo.it).

**You will receive your invoice via email** as soon as possible and you could follow the online payment link. The email will show you the invoice, along with the option to pay by PayPal. If you will select the PayPal button, you will be taken to your PayPal page where you can make the payment.

Please note: PayPal accepts Visa, MasterCard, American Express, Discover, or PayPal account payments. **A PayPal account is not required** for online credit card payments (though you are welcome to use one) nor are you required to create an account to complete the process.

## INVOICE / PAYMENT RECEIPT

The **invoice** will be sent by email once the Euracon Executive Assistant has received the fully completed registration and the related payment.



If you need of a pro-forma invoice, please write an email to [lucia.vitiello@unibo.it](mailto:lucia.vitiello@unibo.it).

## INVITATION LETTER

If you require a letter of invitation for your **VISA** application, please submit a request for a letter of invitation to [lucia.vitiello@unibo.it](mailto:lucia.vitiello@unibo.it) with the following information:

- Your full name (Please specify family name and given name)
- Your gender
- Title (Dr., Professor, Mr., Mrs., Miss, Ms, etc.)
- Birthday: Year: Month: Date:
- Affiliation
- Nationality
- Passport No.
- Date of expiry

## CERTIFICATE OF ATTENDANCE

Your **certificate of attendance** will be sent by e-mail **after the meeting**.

## SPECIAL MEALS FOR THE DINNER

Special request for the dinner should be sent to [lucia.vitiello@unibo.it](mailto:lucia.vitiello@unibo.it) by January 12nd, 2018.