



The registration to the meeting is possible **online** via the registration platform on **IRACON** website (Members Area) **until Sep 14th, 2018**.

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

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

COMPLETE YOUR REGISTRATION

Once you have signed up, **complete your registration by paying the contribution to the Local Organizer**. The contribution to the expenses concerning the organization of the meeting is € 160. It is intended to cover exclusively meeting expenses, i.e., meeting venue, coffee breaks, lunches, dinner. **Accompanying persons** may attend dinner, upon seating availability, by paying € 40. They need to **send an email** with subject "CA15104 - Podgorica dinner" to a.baldini@unibo.it **by Sep 14th, 2018**.

Please note: Your registration will only be complete after you pay the Contribution to Local Organiser expenses. **Failing to do so by Sep 14th 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 – IRACON 8th MCM and 8th TM, Podgorica]

2. Online Payment

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

To use the online payment, please **send an email** with subject "EURACON - Online Payment – 8th MCM and 8th TM, Podgorica" to a.baldini@unibo.it.

You will receive your invoice via email as soon as possible. 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 a.baldini@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 a.baldini@unibo.it with the following information:

- Family name:
- Given name:
- Gender:
- Title (Dr., Professor, Mr., Mrs., Miss, Ms, etc.):
- Birthday: Year/Month/Day
- 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 a.baldini@unibo.it by Sep 14th, 2018.