



Registration to the meeting is possible **online** via the registration platform of the IRACON website ([Members Area](#)) **until August 16<sup>th</sup>, 2019**.

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 the CA15104 (IRACON) meeting in Gdansk.

### COMPLETE YOUR REGISTRATION

Once you have signed up online, **complete your registration by paying the contribution to the Local Organiser expenses: € 160**. The contribution is intended to cover exclusively meeting expenses, i.e., meeting venue, coffee breaks, lunches, 1 social dinner. **Accompanying persons** may attend the dinner, upon seating availability, by paying € 50. They need to **send an email** with subject "CA15104 - Gdansk dinner" to [a.baldini@unibo.it](mailto:a.baldini@unibo.it) **by August 16<sup>th</sup>, 2019**.

Please note: Your registration will only be complete after you pay the Contribution to the Local Organiser expenses. **Failing to do so by August 16<sup>th</sup> 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 IRACON 11<sup>th</sup> MCM and TM, Gdansk

### 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 – 11<sup>th</sup> MCM and TM, Gdansk" to [a.baldini@unibo.it](mailto:a.baldini@unibo.it)

**You will then receive an invoice via email**, along with the option to pay by PayPal. By selecting the PayPal button, you will be taken to a 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 a pro-forma invoice, please write an email to [a.baldini@unibo.it](mailto:a.baldini@unibo.it)



## INVITATION LETTER

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

- Family name:
- Given name:
- Gender:
- Title (Dr., Professor, Mr., Mrs., Miss, Ms, etc.):
- Birthday:
- Affiliation:
- Nationality:
- Passport No.:
- Date of expiry:

## CERTIFICATE OF ATTENDANCE

**Certificates of attendance** will be provided, upon request, after the meeting.

If you need one, please send an e-mail to [a.baldini@unibo.it](mailto:a.baldini@unibo.it)

## SPECIAL MEALS FOR THE DINNER

Special request for the dinner should be sent to [a.baldini@unibo.it](mailto:a.baldini@unibo.it) **by August 16<sup>th</sup>, 2019.**