1st window after clicking on https://www.azur-colloque.fr/AMU/inscription/preinscription/214

Fill data as shown below and click on next. Preferentially declare an institutional e-mail since gmail addresses for instance may give problems at the time of payment by credit card.

The pre-registration process is finished and the next window will appear:
You will receive an e-mail from no-reply@azur-colloque.fr identical to that below confirming that the pre-registration is done.

If you selected the student or/and ABAIER member rate, in order to authorize you to go through the payment step, in parallel to your pre-registration, send to 7isebe-inscription@imbe.fr the proof of your valid Student and ABIAER member status for the year 2023 in jpg, png or pdf format. For students, the proof can be a student ID card with visible dates of validity or any other certificate showing that you are enrolled as student for 2023. For ABAIER members the proof may correspond to the letter of membership that you received from ABIAER or other proof of payment of this membership (paypal receipt for instance).

Once these data received and/or your fee category checked, your pre-registration can be validated. You will then receive a second e-mail from no-reply@azur-colloque.fr identical to the one below with a link to proceed to the payment of your corresponding registration fee.
By clicking on the provided link, the next window will appear.

Fill data as shown below and click on next.

The new window below opens where you will be requested to fill some other information.

After clicking on next you will be directed to the other window below and requested to fill the information needed for the billing process as in the example below.
Check that all the information is correct and tick the box certifying it, since this invoice information will not be editable. After Clicking on next you will be directed to the window below.

At this stage you only have to click on next to access to this other window where the payment process will really start and the total amount of your payment will be indicated.
Select your mode of payment by credit card (preferred mode) or bank transfer. As indicated, purchase order is only allowed for French organizations. **Note that "carte achat Aix-Marseille Université" is not allowed.** If you have chosen payment by credit card, by clicking on next, you will be directed to the following page.

By clicking on “Paybox payment”, you will have access to the window below where the classical details of your credit card (number + date of end of validity + cryptogram number of 3 digits for VISA & Mastercard which are normally on the back side of the card) will be requested.

Click on validate to proceed to the payment.

In case you have selected the payment by bank transfer you will be directed to this other window asking you to fill again some data.
By clicking on next, you will finally have access to this last window with the data of the bank account where to make the transfer.

Once you have proceeded to the bank transfer send to 7isebe-inscription@imbe.fr the proof of this transfer in order to allow us to validate your payment. This proof can be a simple screen capture from your account interface with all the necessary information (name of the account holder, name of the recipient, data of the account, amount transferred and if possible reason of the transfer).

At this stage (payment by credit card or bank transfer), you will receive an e-mail from no-reply@azur-colloque.fr, as the one below, informing you that your payment has been processed.

In case you have difficulties with the registration and payment process do not hesitate to contact us at 7isebe-inscription@imbe.fr