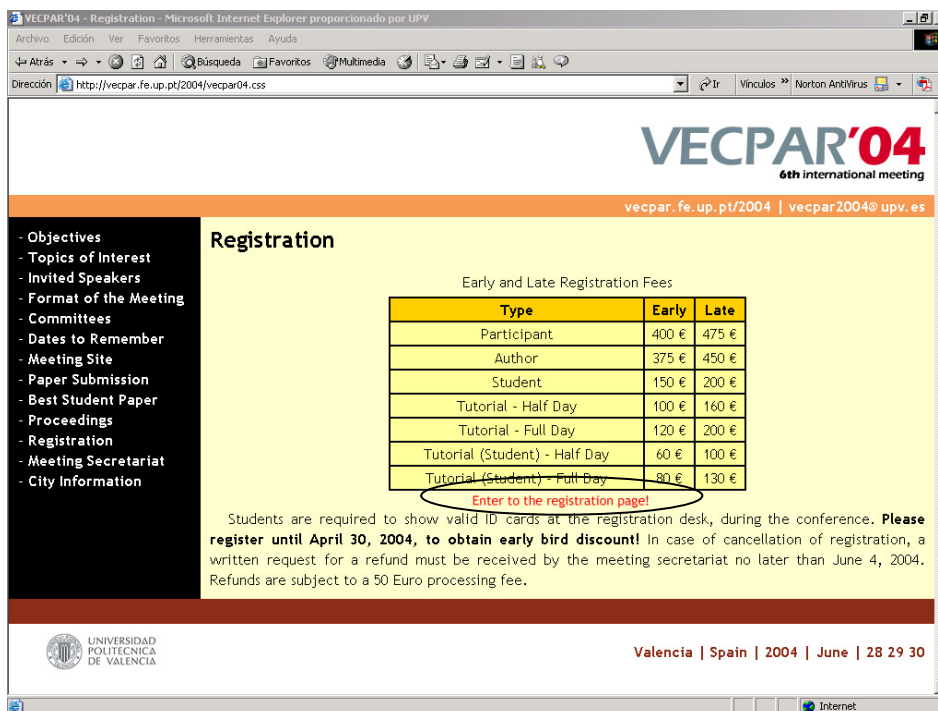


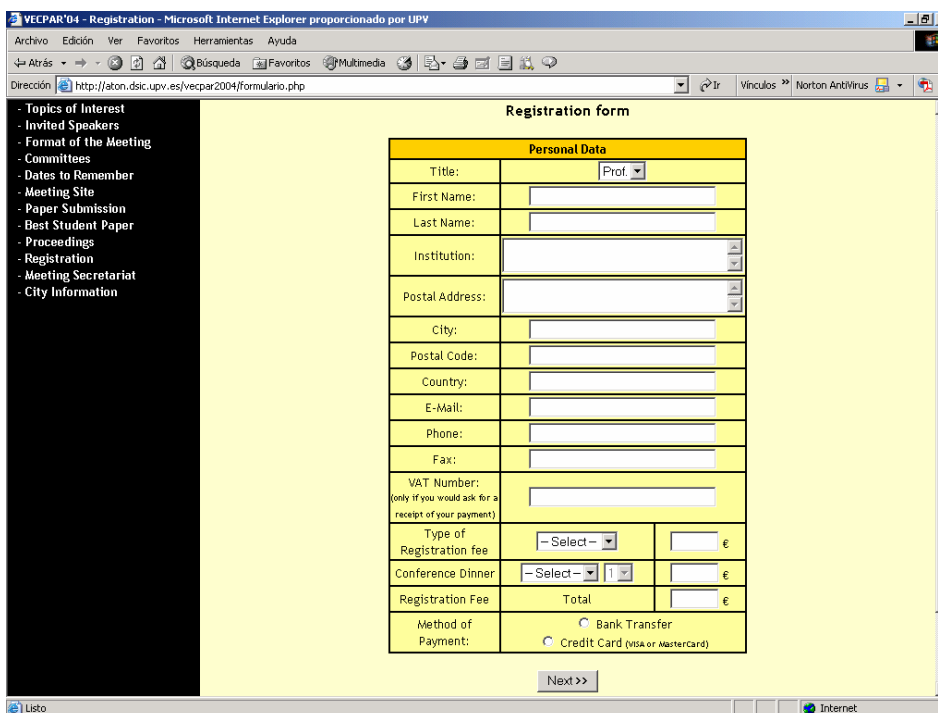
Guide for Registration-VECPAR 2004

This guide explains the process to register for VECPAR 2004 conference.

First, in the registration section you will find a link to the registration page (see next figure):



By clicking on the "Enter to the registration page!" link you will be redirected to the Registration Form:



At this form, you must enter your personal data and choose the type of registration fee (author, participant or student). Also, if you would like to attend to the conference dinner you should select "Yes" and the number of people (if accompanying persons are coming with you). The Registration Form will calculate automatically the total amount of the registration fee (remember that if you are registering before April 30th you will obtain an early discount in the registration fee. This will be done automatically). The VAT number is only needed if you want to ask for a receipt of conference registration payment. These receipts will be available during the conference or, if you want it before the conference, under request to the next e-mail address: vecpar04-register@upv.es

VECPAR 2004 registration fee includes:

- Reception bag (including information about the University, the city, writing material, etc.).
- Attendance at VECPAR 2004 Conference.
- Conference Proceedings (book and CD version).
- Lunch each day.
- Morning & afternoon coffee breaks.
- Video recording of plenary sessions (to be confirmed).

The Conference Gala Dinner is not included in the registration fee and the cost per person is 67 €.

You can see an example of a completed registration form in the next figure:

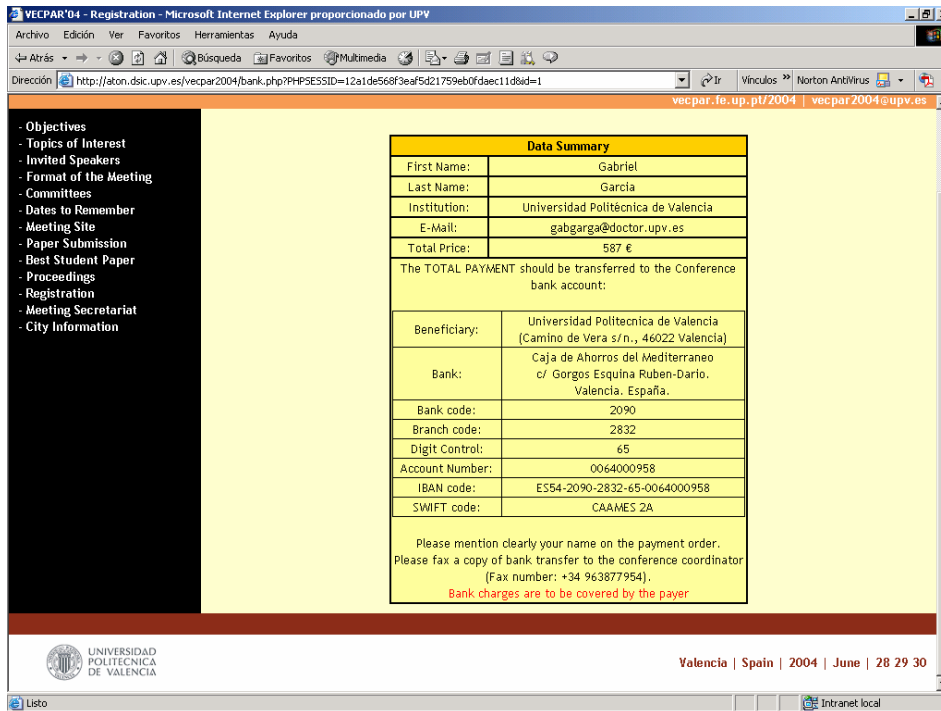
The screenshot shows a web browser window with the URL <http://akon.dsic.upv.es/vecpar2004/formulario.php>. The page title is "VECPAR 04 - Registration - Microsoft Internet Explorer proporcionado por UPV". The form is titled "Registration form" and contains the following data:

Registration form		
* Title:	Mr.	
* First Name:	Gabriel	
* Last Name:	Garcia	
* Institution:	Universidad Politécnica de Valencia	
* Postal Address:	Camino de Vera S/N	
* City:	Valencia	
* Postal Code:	46022	
* Country:	Spain	
* E-Mail:	gabgarga@doctor.upv.es	
* Phone:	+00 34 963877007	
Fax:	+00 34 963877359	
VAT Number: <small>(only if you would ask for a receipt of your payment)</small>	Q-4618002-B	
* Type of Registration fee	Participant	400 €
Tutorial 1 <input checked="" type="checkbox"/>	Tutorial 2 <input type="checkbox"/>	120 €
* Conference Dinner	Yes 1	67 €
Registration Fee	Total	587 €
* Method of Payment:	<input type="radio"/> Bank Transfer <input type="radio"/> Credit Card (VISA or MasterCard)	

* Denotes required fields.

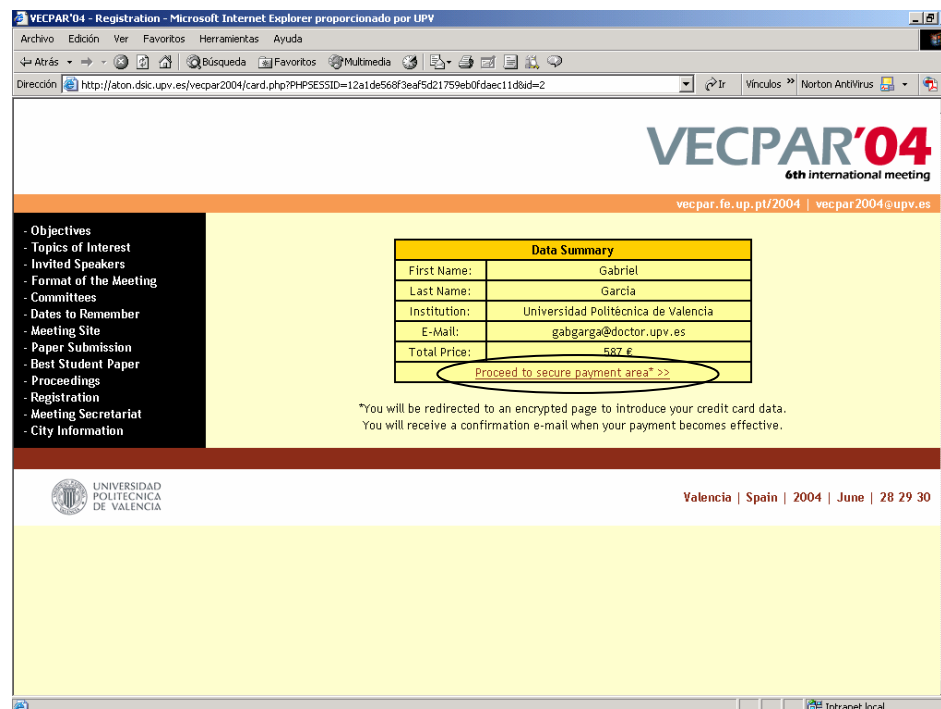
Once the data is complete you can choose the method of payment. Bank Transfer and Credit Card (only VISA and MasterCard) are the available ways to pay the registration fee.

In the case you would like to pay by Bank Transfer, after choosing this option and pressing the "Next" button, you will be redirected to the following page:



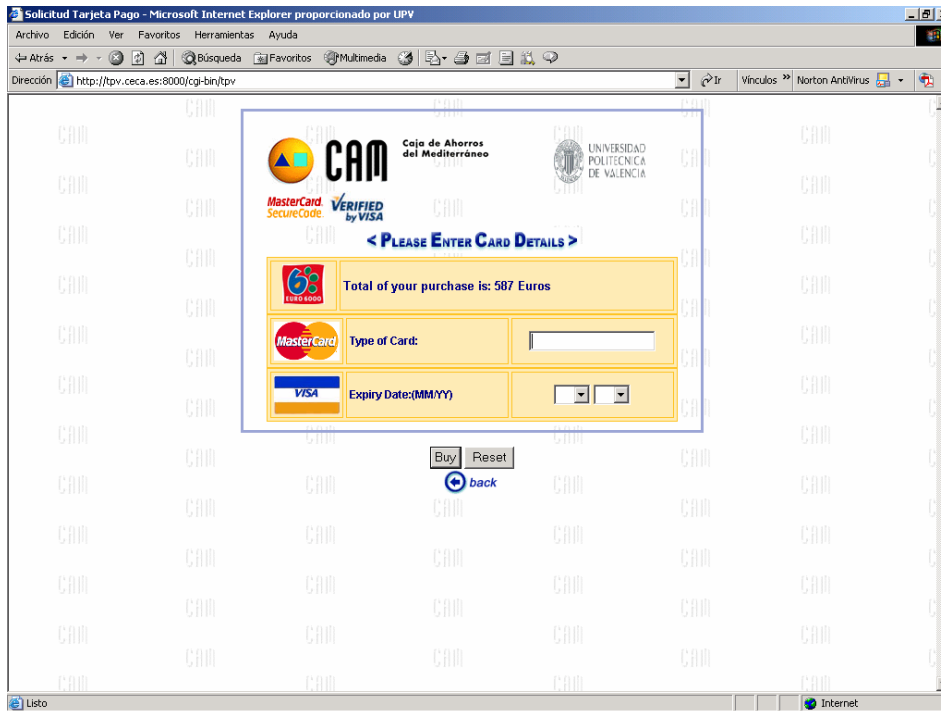
In this page you will find all the necessary data to make effective the payment of the registration fee by bank transfer. Once this transference becomes effective, you will receive an e-mail confirming your inscription to the conference. Please mention clearly your name in the payment order and fax a copy of the bank transfer to the fax number +34 963877954. Note that the transference expenses must be covered by the payer.

If you choose paying by Credit Card instead of bank transfer you will be redirected to the following page:

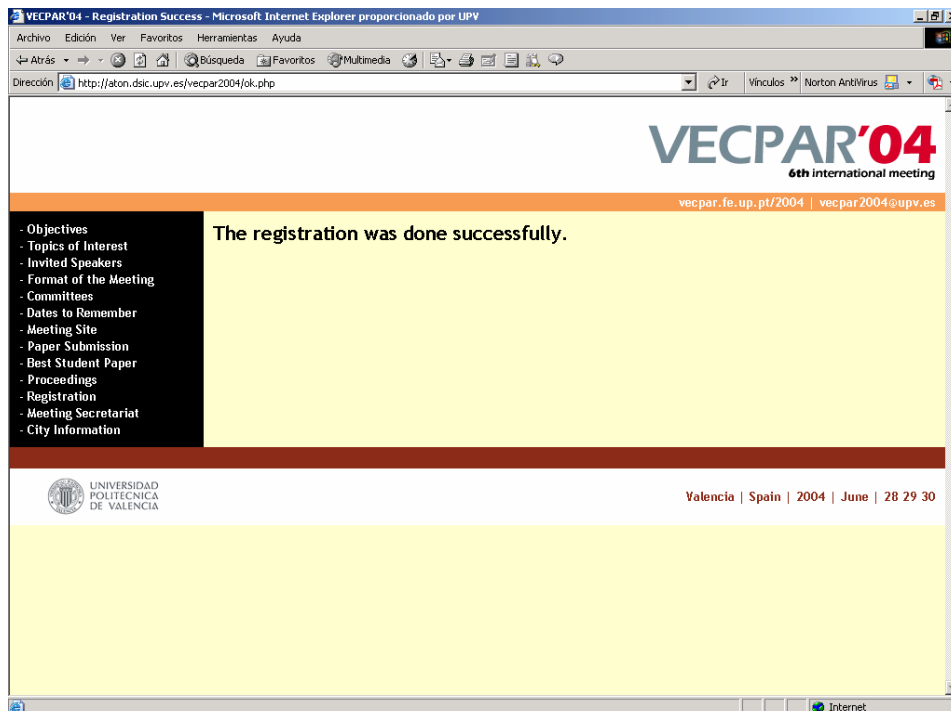


You will see a summary of the introduced data, and clicking on the link **“Proceed to secure payment area* >>”** you will be redirected to an encrypted page where you can introduce your Credit Card data.

At this form, in the **“Type of Card”** field, you have to introduce the **16 numbers of your credit card**. Also, you have to indicate the expiry date of your credit card.

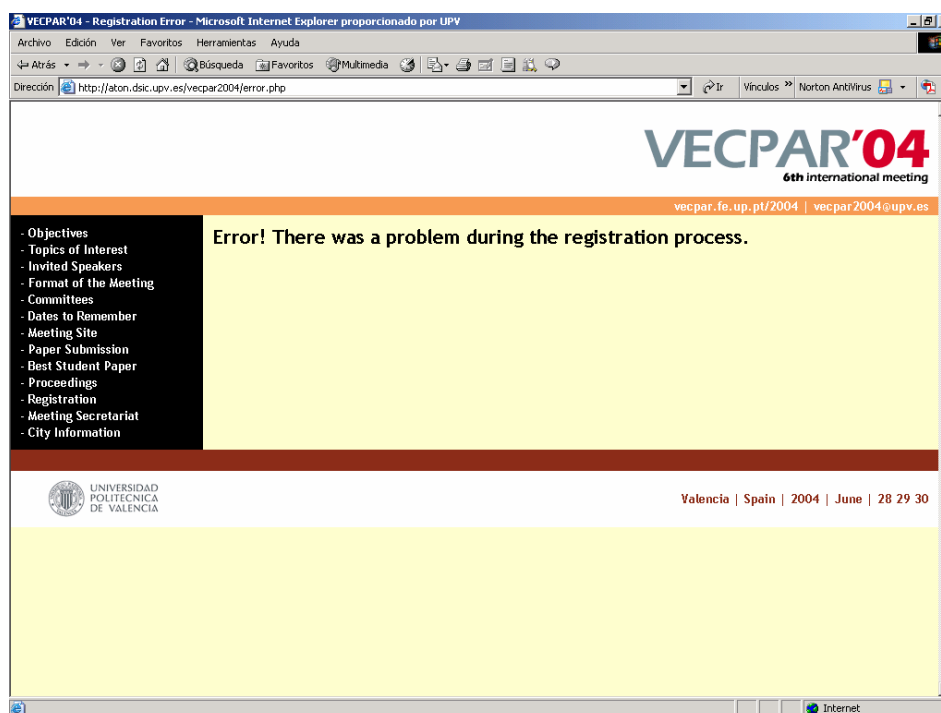


If all the process has been done correctly you will see the next page:



As soon as your payment becomes effective you will receive a confirmation e-mail from the Organising Committee.

If any problem occurs during the registration process you will see the next message:



In that case the registration operation will be cancelled and you will have to repeat all the registration process from the beginning. Note that the bank operation will be cancelled.

For any issue concerning the registration process please contact vecpar04-register@upv.es