

Registration webpage Instructions



Registration payment webpage (hosted and managed by UC3M):

<https://www.flowte.me/storefront/uc3m-?e=36686>

1. Choose type registration + extras

The screenshot shows the registration webpage with the following details:

- Header: Universidad Carlos III de Madrid, 8th CEAS Conference on Guidance, Navigation and Control "EuroGNC", Login, Sign Up.
- Event Description: 8th CEAS Conference on Guidance, Navigation and Control "EuroGNC".
- Registration Options: Full Registration - Non Members (Early-Bird) €125.00, Full Registration - CEAS Or AIAA Members (Early-Bird) €475.00, Student Registration (Proof Of Enrollment Required) - Early-Bird €300.00, Undergrad / Master Student Poster And Registration (Early-Bird) €90.00, Additional Papers (Early-Bird) €130.00, Extra Conference Dinner (Max. 1 Additional Per Registration) - Early-Bird €100.00.
- Summary: TOTAL €0.00.

2. Fill contact information & accept terms

The screenshot shows the contact information form with the following details:

- Personal Details: First Name (andres), Last Name (marcos), Phone (xxx xxx-xxxx), Company (UC3M), Email (anmarcos@ing.uc3m.es), Confirm Email (anmarcos@ing.uc3m.es).
- Payment: (Empty field).
- Terms and Conditions: (Checked box for "Términos y Condiciones / Terms and Conditions").
- Buttons: Previous, Continue.

3. Fill invoice details & provide article ref-number associated to the registration

The screenshot shows the invoice details form with the following details:

- Header: TICKET FORMS, EUROGNC Mandatory form.
- Instructions: Rellene este formulario si necesita recibir factura / Fill the fields below if you need an invoice. También puede incluir el nombre del Asistente / Also you can add the Attendee Name.
- Fields: Nombre del asistente / Attendee name, Apellidos del asistente / Attendee last name, Razón social / Business name, DNI o CIF / ID number or Tax ID, Dirección de facturación / Billing address, Código postal / ZIP Code, Ciudad / City, País / Country.
- Article reference number associated to the registration (if none, just write '0' in the field).
- Submit Form button.

When you click submit in the 3rd step, you will receive 2 emails:

1. One containing the invoice and the subject: "Confirmación de la orden: TR-378-xxxxxxx"
2. The other with the subject: "EuroGNC26 important: MANDATORY REGISTRATION FORM xxxxx" which will contain a link to the appropriate registration form that you must also fill at that moment.