INSTRUCTIONS FOR THE EAAE MILANO 2015 CONFERENCE REGISTRATION:

Use the link https://www.eko.polimi.it/index.php/EAAE/EAAE2015 from the EAAE MILANO 2015 official website (http://www.eaaemilano2015.polimi.it/?id=16) and START the registration
1) choose the type of membership (Member EAAE, Non-Member EAAE, Companion, etc.) and click the “Register” button at the bottom of the page.
2) enter data into the Politecnico di Milano data system and create an account

Data are required for data-protection reasons under the Italian law. The Politecnico account allows you to access all Politecnico di Milano services, including the booking of Politecnico Residences at a special price for the Conference (http://www.eaaemilano2015.polimi.it/?id=17).

Polimi account creation. Step 1/4

<table>
<thead>
<tr>
<th>Identification Data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td>ROSSI</td>
</tr>
<tr>
<td>Name</td>
<td>MARCO</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01/10/1970</td>
</tr>
<tr>
<td>Country of birth</td>
<td>BAHAMAS</td>
</tr>
<tr>
<td>Province of birth</td>
<td></td>
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<tr>
<td>Place of birth</td>
<td>NASAU</td>
</tr>
<tr>
<td>Place of birth not listed</td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td>BAHAMAS</td>
</tr>
<tr>
<td>Other citizenship</td>
<td></td>
</tr>
<tr>
<td>Fiscal code</td>
<td></td>
</tr>
<tr>
<td>Personal e-mail address (for password recovery)</td>
<td><a href="mailto:exaX.milano2015@polimi.it">exaX.milano2015@polimi.it</a></td>
</tr>
</tbody>
</table>

Step 2/4

Optional. If you prefer you can go on without entering the number
Step 3/4

Choose a password and enter it

Step 4/4

You are now registered in the Politecnico di Milano data system. A confirmation email will be sent to your email address. The message contain also the PERSON CODE as a remainder

Sign in and you will automatically continue the Conference Registration
3) continue with the application for the Registration to the Conference, confirming again the type of membership and click the “Register” button at the bottom of the page. Your name will appear at the top of the page.

In the following page you will choose the payment methods and complete the application process.
Click “Register”. The application for the Conference Registration is concluded.
Your name will appear in our list of applications for the Conference Registration.

- **IF YOU CHOOSE TO PAY BY BANK TRANSFER**, after completing the application process (clicking the “Register” button) just log out from the page.

  The success of your Registration application will be notified from our secretary in two days by an email containing also the data required for the invoice and the bank coordinates for the payment, which are the following:

  In favour of: Politecnico di Milano DABC  
  Bank: Banca Popolare di Sondrio, Agenzia 21  
  Address: Via Bonardi, 4, Milano  
  IBAN: IT98L056960162000001840X18  
  BIC / SWIFT: POSOIT22  
  Reason for payment: EAAE-MILANO 2015 registration

  Remember that the application deadline for the Conference Registration is 10 July 2015 and the payment via bank transfer has to be received within the 20 July 2015

- **IF YOU CHOOSE TO PAY BY CREDIT CARD**, after clicking the “Register” button, proceed to the following page to pay with credit card payment method.

**YOUR REGISTRATION APPLICATION WILL BE ACCEPTED AFTER THE PAYMENT WILL BE RECEIVED**

4) To **FORMALLY CONCLUDE** the Registration, either paid by CREDIT CARD or BANK TRANSFER, we need to send at your e-mail address the **INVOICE OF THE PAYMENT**.

Please send us by mail to eaae-milano2015@polimi.it the data of the Person or Institution paying, specifying:

Name of participant:
- Firstname Lastname
- Date of birth
- Place of birth
- Fiscal code
  (Compulsory data for Italian citizens or residents.
  Enter only official the fiscal code (codice fiscale) given from Italian "Agenzia delle Entrate")
- VAT registration number
- address
- ZIP code
- amount

Or

Institution PAYING:
- Institution
- VAT registration number
- address
- ZIP code
- amount

5) **THE SUCCESS OF YOUR REGISTRATION WILL BE NOTIFIED BY E-MAIL**