

# ECM31 user area guidelines

All the participants of the ECM31 shall have a unique email address and password to log in the personal user area of the ECM31 website. This includes regular participants under any category, invited speakers, chairs of Microsymposia as well as accompanying persons. The only exception is the registration of children; This will be done directly from their mother or father user area.

## Create your account

You must first sign-up and create an account at <http://ecm31.ecanews.org/en/user-area.php>.

USER AREA

**Log in to your account**

Email

Password  SHOW

Forgot your password?

SIGN IN

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No account? [Create one here](#)

Click on “**No account? Create one here**” and enter your personal data to create your account.

**Create an account**

Already have an account? [Log in instead!](#)

Gender  Female  Male  Other

Other Gender

Professional status -- please choose --

First name

Last name

Affiliation/Institution  Optional

Birthdate  Optional  
(E.g.: 05/31/1970)

Passport number  Optional

Email

Phone  Optional

Dietary restriction (if any)  Optional

Password  SHOW

SAVE

**Gender and professional status are required for statistics.** The ECM31 has set up a number of initiatives to ensure gender balance and promote the involvement of women in

crystallography at all stages of their career. One of them is to make a basic observation of the crystallographic community. Therefore, we need to analyze the composition of the ECM participants in order to deliver, for the future, unbiased ratios that should be respected. More specifically, at the ECM31 we will count the number of attendees of each gender and relate these numbers with their professional status (i.e. students, post-doc, PI, etc).

Your affiliation/institution will be used in your identification badge and in your submitted abstracts.

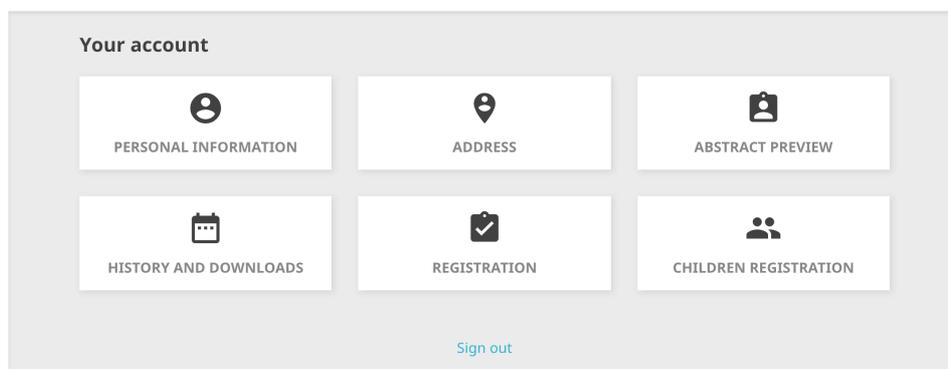
Your email address and password will be your identifier to log in the ECM31 user area. Therefore, it is very important that you use an existing e-mail address. This will be also used for all future communication with the ECM31. After signing up you will receive a Welcome email from ECM31 Oviedo with your log in details.

You will now be able to log in the ECM31 user area (<http://ecm31.ecanews.org/en/user-area.php>) using your email address and password.

## The user area

From your personal user area you will be able to: Edit our personal information; Edit your addresses; Submit your abstract on-line and check it status; Register for the ECM31; Register for the satellite meetings; Buy tickets (conference dinner, excursions, late abstract submission, etc); Download invoices and certificates.

### USER AREA



***Please note that some of the functionalities are not available yet and will be activated later on the year.***

**Personal Information.** In this form you can edit your personal information and change your password if needed.

**Address.** In this form you can specify your address. You can enter more than one address, in case you need to use different addresses for communication and for invoicing, for example.

**Registration.** In this form you can select your registration category and register online for the ECM31.

**Satellite Meetings and workshops.** In this form you can register for the ECM31 satellite meetings and workshops.

**Abstract submission.** In this form you can submit your abstract to selected scientific microsymposium and/or general interest microsymposium.

**Abstract preview.** In this area you can pre-view your submitted abstracts and check their evaluation status.

**Bursary application.** In this form you can submit your bursary application.

**Tickets.** In this form, you can buy tickets for different issues related with the ECM31: conference banquet, late abstract submission, poster printing, excursions, etc.

**History and downloads.** In this area, you can overview your purchases (i.e. registration and tickets), check the status of the payment and download the invoices.

**Children registration.** In this area you can register your children.

## Registration

The main page of registration can be reached by clicking the “Registration” button on the main user area. This will take you to the following page:

USER AREA

Home / Registration

**REGISTRATION**  
Select your type of registration.

ECA Individual Member €395.00	Non-ECA IM Delegate €425.00	Students €215.00
Students With Accommodation (Single Room) €425.00	Students With Accommodation (Shared-Double Room) €395.00	Retired €215.00
Accompanying Persons €140.00	Exhibitors €290.00	

[< Back to your account](#)

The registration procedure is similar to an online shopping. All you have to do is choose your registration category, add it to a shopping cart and check out selecting the payment method. It consists of the following simple steps:

**Selecting your registration category.** First, select the category you wish to register. You can check in the [ECM31 website](#) the description of each category. You should select only one, and then press the button “Add to cart”.

**USER AREA**

Home / Registration / Retired

**RETIRED**

€215.00

Tax excluded

Delegates who register at the category 3 are asked to submit relevant proof of their retirement status.

Retired persons are considered delegates over the age of 65 (including those who turned 65 during the year 2016) and who are NOT regularly employed.

 **ADD TO CART**

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Description

Delegates who register at the category 3 are asked to submit relevant proof of their retirement status.

Retired persons are considered delegates over the age of 65 (including those who turned 65 during the year 2016) and who are NOT regularly employed.

Included in the registration fee:

- Access to all scientific sessions
- Access to commercial exhibition
- Access to poster exhibition
- Coffee and lunch breaks
- Opening Ceremony and Reception
- Tours
- Full conference material including name badge and final programme

**Checkout.** You should now press the button “checkout”.

**USER AREA**

**SHOPPING CART**

Retired	Retired €215.00	€215.00	
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1 item	€215.00
Total (tax excl.)	€215.00

**CHECKOUT**

[Back to your account](#)

**Address.** You must select the **address that will be used for invoice** and then press the button “continue”.

**PERSONAL INFORMATION** 

**2 ADDRESSES**

The selected address will be used as your personal address (for invoice).

 **My Address**

Laura Roces Fernández  
University of Oviedo  
Foundation  
C/ Principado 3, 4º  
33007 Oviedo  
España

+ add new address

**CONTINUE**

**3 PAYMENT**

1 item	
<a href="#">show details</a>	
Subtotal	€215.00
Total (tax excl.)	€215.00

[Back](#) [Back to your account](#)

31<sup>st</sup> European Crystallographic Meeting. 22-27 August 2018. Oviedo, Spain.

A: C/ Principado 3 - 4º - 33007 - Oviedo, Spain

T: +34 985 102 965 | E: [info@ecm31.org](mailto:info@ecm31.org)

If you have not yet entered an address, you can press the button “+add new address” and add it now in this form.

PERSONAL INFORMATION edit

**2 ADDRESSES**

The selected address will be used as your personal address (for invoice).

First name

Last name

Company  Optional

VAT number  Optional

Address

Zip/Postal Code

City

Country

Use this address for invoice too

[Cancel](#) [CONTINUE](#)

1 item

[show details](#)

Subtotal €215.00

Total (tax excl.) €215.00

**Payment.** Select the payment method, check the “terms of service” checkbox and press the button “order with an obligation to pay”. You will now receive an email with your registration and payment details.

USER AREA

PERSONAL INFORMATION edit

ADDRESSES edit

**3 PAYMENT**

Card payment

Pay by bank wire

Please transfer the invoice amount to our bank account. You will receive our order confirmation by email containing bank details and order number. Goods will be reserved 7 days for you and we'll process the order immediately after receiving the payment.

I agree to the [terms of service](#) and will adhere to them unconditionally.

[ORDER WITH AN OBLIGATION TO PAY](#)

[Back](#) [Back to your account](#)

1 item

[show details](#)

Subtotal €215.00

Total (tax excl.) €215.00

In the “history and downloads” page, in the user area, you can check your registration and payments history. You can also download your invoice there.



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