

Instructions for registration

Registration is now open. Please register as soon as possible, because the space is limited. The registration portal will stay open until the workshop is full and will close by **July 6**, in any case.

Please read these instructions before you click on the **link to the registration portal (at the end of these instructions)**

Registration procedure:

- Click on the link provided below. You will be directed to this conference registration site. When you click on the word **ENROLL**, a first screen will appear. There, you have to log in (if you are already a user of UIK' platform) or register to be a user, before accessing the actual registration for this conference.
- Choose the language on the interface (top right). Log in (**Enter**) or create an account (**Register**) on the platform. If your email is already used, and you do not remember the password, request for it to be emailed to you.

The screenshot shows the registration portal interface. At the top left is the UIK logo (U, I, K, and a globe icon). At the top right, there is a language selection menu with a red arrow pointing to 'EN', and buttons for 'ES', 'EU', and 'FR'. The main content is split into two columns: 'IF YOU ARE ALREADY USER' and 'IF YOU ARE NOT REGISTERED YET'. The 'Enter' section has fields for 'EMAIL' (with an '@' icon) and 'PASSWORD' (with a key icon), a link 'Do you forgot the password? / Get password', a 'Remember me' checkbox, and a blue 'Login' button. The 'Register' section has fields for 'NAME', 'FAMILY NAME', '2ND FAMILY NAME' (optional), 'ID / PASSPORT NUMBER', 'SEX' (with radio buttons for Male, Female, and Genderqueer), 'EMAIL', 'PASSWORD' (with a key icon and a note 'Password (minimum 4 characters)'), and 'Repeat password'.

- Once you have logged in or registered as a user of the platform, you will automatically be directed to this conference registration. For successful registration, make sure you go through all the steps. Any query, please contact ainhoa.urbieta@uik.eus
- **On step 1 (personal information)**, it is important to write your affiliation. Even though the field is not compulsory, it will be needed for your badge.
Submit the access code you have been provided with, when requested.
- **On step 2 (Registration)**, you choose your registration option. For non-standard fees, upload certification requested. Click on the services you will attend (lunches, dinner...). It is important to click on every service you are attending; otherwise we will think you are not coming on the date you have not selected. Write your food restrictions (veganism and/or allergies), if any, in the space provided once you click.
You can bring an accompanying person to the conference dinner. If that is the case, you will have to pay an extra **46€**, and also indicate their special needs. Please, have in mind that, if your institution is going to pay your registration, and you cannot justify your accompanying person's expense, you will have to finish first your own registration process and, once your registration has been validated, you will be able to add services to your registration from your personal area and pay for them personally with the form of payment you choose.
- **On step 3 (Service Overview)**, you will be able to see the options you have selected and check if they are correct. If there is something missing, you can go back and select it.
- **On step 4 (Resume and payment)**. If you need a pro-forma invoice for your institution to pay for your fee, **check first if you have to change your billing address. If you select the pro-forma option without changing your billing**

address, the invoice will be issued to your personal address. Click on the option “Add a new address”, for both pro-forma and final invoice to be issued to the correct billing address.

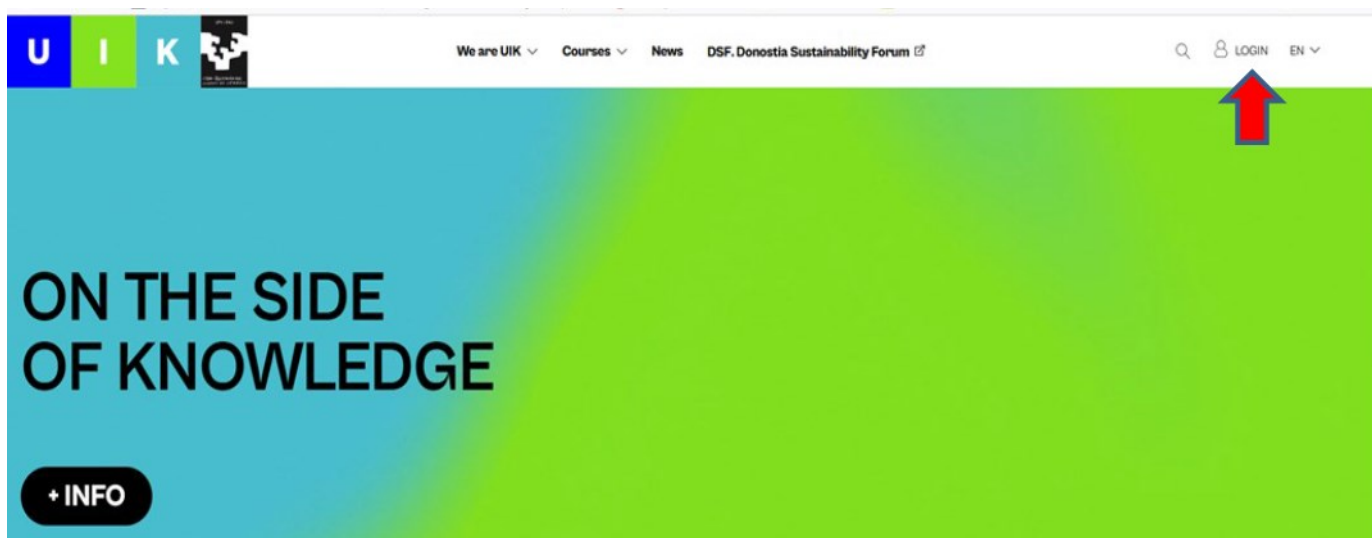
You can choose either to pay by Credit card, Bizum or Bank transfer (needed for institutional payments):

- **Credit card / Bizum:** It is the easiest way, as you enter directly the bank platform and you will be able to finish your registration straight away. You do not have to go to step 5.
- **Bank transfer:** If you choose bank transfer, you must click on such option, but you will not be definitively registered until you upload a proof of payment, and this is validated. You will find the bank information on step 4, to make your transfer. If, before abandoning the registration process, you can get your proof of payment, you will be able to upload it on step 5 and finish the process. However, this is not usually the case and so, you will have to abandon registration until you get your document. In a day or so, you will receive an automatic message saying that your registration has been cancelled (as they have not been able to validate your payment yet), but **DO NOT WORRY**.

Once you have your proof of payment, you can start your registrations process again. You will see that all the information you had filled in before, is still there. Choose again bank transfer on step 4, and you just have to go onto step 5 and upload the proof of payment. Your registration will be validated soon.

ADD SERVICES, GET YOUR FINAL INVOICE AND CERTIFICATES

Later on, when you need to add a service, your definitive bill, attendance certificate (after the conference), etc., you will be able to find all this in your personal area. Go to UIK web site: <https://www.uik.eus/en>, and LOG IN As you are already on the system, enter as a user with your mail and password.



You will be directed to your personal area. There you can find information about this and other conferences you have attended with UIK (and get certificates, bills etc). To access this conference information, scroll down on the page and you will be able to see the conference under the words “My registrations”. Click on “+Info” and select the choice you need.

My registrations

[+ See all](#)

START - ENDING DATA	TITLE	PLACE	STATE	
JULY 14, 2025 - JULY 18, 2025	Quantum Designer's Special Edition: 100 years of Quantum (QD100)	Classroom course	Enrolled (to be validated)	+ Info Bills

Click here now for [Registration](#).