

Registration procedure

Registration for the symposium must be done through the platform **Integral System of Payments** of the University of Almería for online payment by credit card:

http://cvirtual.ual.es/sipUal/web/AutoliquidacionUal.seam?ID_UNIDAD=155&ID_ACTIVIDAD=521

1. First you can choose the **English** language in the upper right corner.
2. Select one of two options:

3. For the second option (for **non-members of the University of Almeria**), introduce your identify document or passport number and your name with the contact data.

4. Select the activity (**International Symposium on Model for Plant Growth...**) and the type of participation (for accompanying person you must repeat a second separate payment procedure).

5. Automatically, the amount to be paid should appear in the screen and you can indicate if you need an invoice.



6. If you have selected that you **need an invoice**, you need to include information clicking “**Additional information for the invoice**”. A new screen will be appeared for you to introduce all data corresponding to the applicant, company or University.

The screenshot shows a web form titled "Data for the Invoice". It includes sections for "Subject" (Applicant or Company/University), "Please, select the form of sending" (Email to the Applicant, Email to the Company, Post mail to the Company, Post mail to another address), "Additional Data for the Invoice" (Company Name, CIF/VAT number, Email, Telephone Number, Contact person), "Address" (Type of Address, Address, Number, Stair, Floor, Door, State/Country, Province, Municipality, Postcode), and "Otros Datos" (Observations). A yellow box with the number 7 points to the "Type of Address" dropdown menu. A yellow box with the number 8 points to the "Observations" text area, which contains the text "ISHS Membership number: 25987". A yellow box with the number 9 points to the "Accept" button at the bottom right of the form.

7. It is necessary to select the type of address. The names are in Spanish, you can use the general one, “**VIA**”.

8. You can include in “**Observations**” other information necessary to appear in your invoice. If you are ISHS Member, please include in this window your **ISHS Membership number**.

9. To finish with the data necessary for the invoice, click “**Accept**”.

10. After that, you need to select “**I express my agreement about the processing or my personal data**”.

11. Finally you can send the information to the payment system.

The screenshot shows a web form titled "Other Questions". It includes a checkbox for "I express my agreement about the processing of my personal data" which is checked. Below this is a "Send" button. A yellow box with the number 10 points to the checkbox. A yellow box with the number 11 points to the "Send" button. The form also contains a footer with contact information: "For more information or help during the process write to fmolina@ual.es."

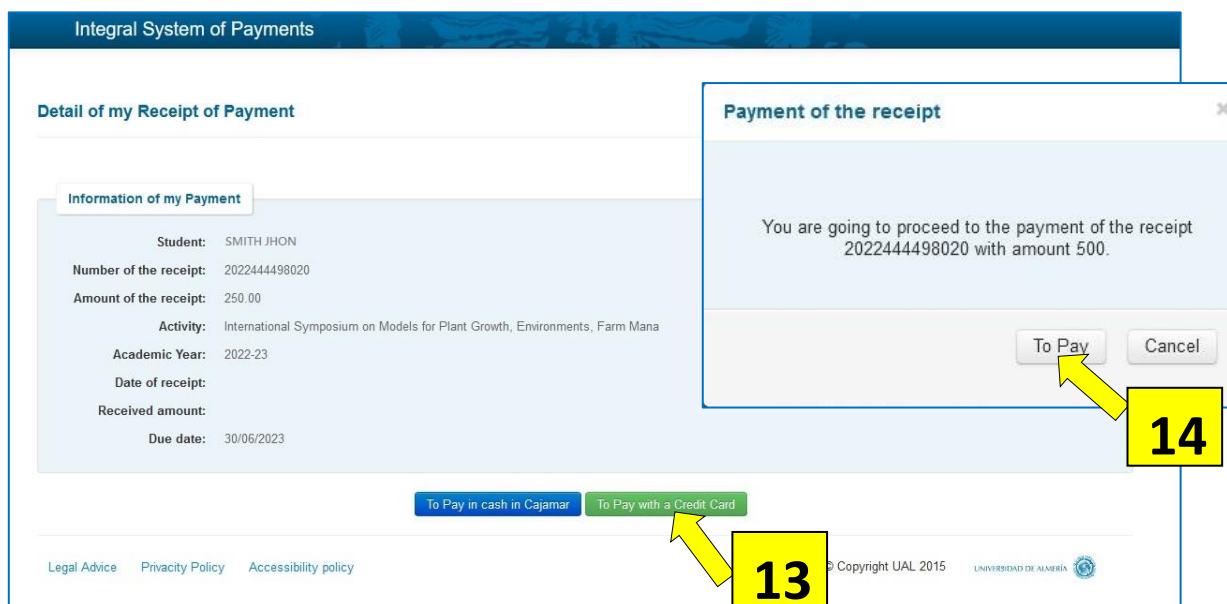


12. You need to click on the **Pay** button to manage the payment after verifying that the amount is correct.

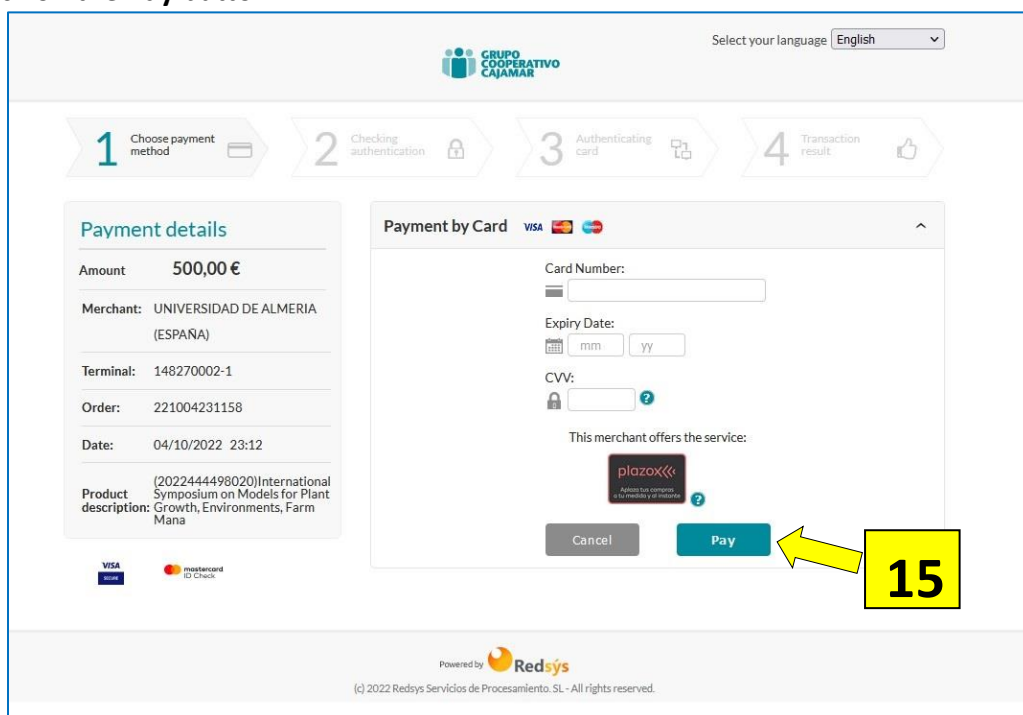


13. You can select **“To Pay with a Credit Card”**.

14. A new window of verification of the amount appear and you need to Click on the Pay button if is correct.



15. A new window or the system of payment Redsys appear. After introduce the data of the card, you need to click on the **Pay** button.





16. After the payment is authorized by your bank system the final window will appear with an **Authorized operation code** that you need to note or you can print the page.

GRUPO COOPERATIVO CAJAMAR

Select your language English

1 Select payment method

2 Requesting additional information

3 Verifying

4 Transaction result

Payment details

Amount 500,00 €

Merchant: UNIVERSIDAD DE ALMERIA (ESPAÑA)

Terminal: 148270002-1

Order reference number: 221004231158

Date: 04/10/2022 23:12

Product description: (2022444498020)International Symposium on Models for Plant Growth, Environments, Farm Mana

AUTHORIZED OPERATION WITH CODE: 754537

Cardholder's name: JHON SMITH

Card Number: *****4980

Merchant Uri: https://virtual.ua.es/sjpUal/services/InotificacionSIS?wsdl

Product (2022444498020)International Symposium on Models for Plant Growth, description: Environments, Farm Mana

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CONTINUE

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17. To finish you need to Click on the **Continue** button and your payment will be automatically send to the Symposium Secretariat.