REGISTRATION TO EVENTS (CONFERENCES, SUMMER SCHOOSL, WORKSHOPS...) PROCEDURE

Those who need to register for any type of event that requires a fee payment using the budget for research activity assigned to each doctoral student, or other project funds belonging to perofessors of the Department of Computer Science of the University of Pisa, should follow the following procedure. The payment must be made by the Administrative Offices of the Department.
Please contact the offices in advance, at least 5 working days before the registration deadline.

Once you have obtained the Coordinator's authorization, you can proceed with the procedure regarding payment. Please note that the payment of the registration fee (which must be made by the Administrative Offices of the Department), requires a different procedure if it is to be paid in Italy or not. In particular:

A) **If the conference, the summer/winter school, (..) is organized in ITALY**

1. Complete the form "*Modulo autorizzazione pagamenti **BONIFICO***" [if you used your research budget, the part of the form highlighted in yellow does not have to be completed], deleting the unnecessary parts (i.e: il/la dott./dott.ssa Rossi →il dott. Rossi).

2. Once completed send it to cristina.mannaioni@unipi.it in *Word* specifying the registration deadline.
   You will be notified if any action from your side is needed and you will be informed once the payment is made.

B) **If the conference, the summer/winter school, (..) is organized in any OTHER COUNTRY DIFFERENT FROM ITALY**

1. Complete the form "*Modulo autorizzazione pagamenti **CC***" [if you used your research budget, the part of the form highlighted in yellow does not have to be completed], deleting the unnecessary parts (i.e: il/la dott./dott.ssa Rossi →il dott. Rossi).

2. Once completed send it to cristina.mannaioni@unipi.it in *Word* specifying the registration deadline of the event.
   You will be notified if any action from your side is needed and you will be informed once the payment is made.

Once the administrative office has finished the preliminary administrative procedures, you will be contacted to complete the online registration with the administrative office and the payment will be made in the meanwhile by using the department's credit card or bank transfer.

N.B. *The administrative procedures that include registration fee payments require more time, and if a payment has to be made by using the Department's credit card, the monthly payments close the 25th of every month, so we recommend you give us communication in time.*