



# Step by step manual on EVER membership registration



As first step you will need to create a new account to begin your registration for EVER membership\*

On your first log in you will be asked to create new credentials

**Please remember this password as you will need it to log on to the EVER webpage**

Please tick the box confirming the terms & conditions and click on the create account button.

*\*If you had previously created an account with the M-anage platform please see the following slide*

**Please note our password requirements**  
A valid password has the following requirements:

- Minimum eight characters
- Minimum one digit
- Minimum of one upper case char
- Minimum of one lower case char
- Minimum of one non alphanumeric char
- Allowed non-alphanumeric characters # \$ ^ ? = ! \* ( ) [ ] % &
- e.g. %mySecurePass2018

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E-Mail

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First name

---

Surname

---

Password

The password must contain a minimum of 8 characters and a maximum of 20 characters.

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Confirm password

The password must contain a minimum of 8 characters and a maximum of 20 characters.

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I have read the data protection information and agree to the general terms and conditions



**Only** for EVER members with an existing M-anage account (otherwise please skip this slide)

If you had previously created an account with the M-anage platform, you will be directed to the following log in screen.



Please click on the log in box and insert your own credentials; if you do not remember them please use the ***forgot password*** option.





## Terms of use & Data protection

Please accept our conditions of use and privacy note to continue

**Terms of use** Data protection

### GENERAL DISCLOSURE

Privacy Policy – Disclosure – Articles 13 and 14 of EU Regulation 2016/679

#### 1. Controller of data processing

OIC S.r.l., headquartered in Florence, Viale Giacomo Matteotti 7, in the person of the pro-tempore legal representative, domiciled at the company headquarter, is the Controller for processing of your personal data, and inform you, here below, regarding the method, purpose and scope of communication and dissemination of your personal data and your rights, in conformity to EU Regulation 2016/679 and to the applicable norms regarding protection of personal data.

The Controller can be contacted at the above addresses or by sending an e-mail to [privacy@oic.it](mailto:privacy@oic.it)

#### 2. Type of data, Purpose and method of data processing

With reference to the navigation experience of this web site, OIC processes the following data:

##### Navigation data

During the course of their normal operations and for the duration of the connection, information systems and software procedures responsible for the operation of this web site acquire some data communication of which is implicit in the use of communication protocols on Internet.

This information is not collected for the purpose of associating it to the users; however, due to their very nature, could through processing and association with data held by the Controller or third parties allow identification of the users. These data are deleted a few hours after processing

This category is comprised of IP addresses or names in the computer domain used by the users who connect to this site, the addresses in the Uniform Resource Identifier, the requested resources, the time of the request, the method used when submitting a request to the server, the size of the file obtained in answer, the numeric code indicating the status of the answer provided by the server (success, error, etc) and other parameters pertaining to the operating system and to the computer environment of the user.

These data may be used by the Controller for the sole purpose of obtaining anonymous statistical information regarding the use of the site in order to identify pages preferred by the users and in order to provide increasingly adequate contents and to verify proper operation. The data could be used to ascertain responsibility in case of hypothetical computer-related crimes which damage the site.

All data collected by the Controller will be treated correctly and transparently, both manually and with electronic and informatics tools; they will be inserted in specific paper and/or electronic archives or in any other form of adequate support, and will be constantly monitored through adequate operating procedures and safeguard measures, as established under Art. 32 of the Regulation, for the purpose of guaranteeing the security and confidentiality of personal data in order to prevent loss of such data, unlawful or improper use or unauthorized access.

Data will not be disseminated but can, besides being processed by individuals authorized by the Controller, be communicated only for the above indicated purposes, to:

- subjects appointed by the Controller who will process the data as external Processor in charge of processing as assigned by OIC S.r.l., and who require access to the data in order to perform those specific tasks of collaboration on behalf of them and which are necessary or functional in carrying out our activity (companies providing computer services, outsourcer administrators, fiscal, legal and financial consultants, other professionals);
- subjects who will process the data as autonomous Controller for the purposes described in this Disclosure and limited to what is required in order to meet contractual commitments and relative legal obligations.
- subjects who need to access data in order to perform necessary or complementary services as required by the relationship (hotels, airline companies, etc.)
- public and private subjects who can access data by virtue of the provisions of the laws, regulations and community regulations within the specified limits of such norms.

An updated list of the Processors and persons authorized to process data can be consulted at the headquarter of the Controller of processing.

#### 3. Rights

You have the right to access the information that concerns you at any time and request updates, changes and integration as well as deletion, transformation to anonymous form or block data.

You also have the right to totally or partly oppose processing of your data but if opposed it will not be possible to provide the service.

In order to exercise these and other rights as specified under articles 15-22 of the GDPR you can write to the Controller at the above addresses or send an email to [privacy@oic.it](mailto:privacy@oic.it)

You have the right to oppose processing of your data as well as presenting a complain to the Authority for the protection of personal data according to art. 77 of the EU Regulation 2016/679.

#### 4. Changes and updates

In the course of time this disclosure could undergo changes – also resulting from the entry in force of new norms for this sector, updates and the provision of new services as a result of technological innovations and therefore we ask you to periodically consult this page.

I have read the data protection information and agree to the general terms and conditions

Accept

Please read the general disclosure and accept by ticking the box at the end of the page



Please complete all details in your profile page,  
then save to continue

**PROFILE**

Dr. Marco Gorini

Directory  
 Show name, address, e-Mail and photo

User's personal data

**ACCOUNT**

E-Mail  \*

Name  \*

Surname  \*

**PERSONAL DATA**

Title  \*

Gender  male  female \*

Date of Birth   \*

Nationality  \*

**AFFILIATION ADDRESS**

Institution  \*

Department  \*

Street  \*

Zip Code  \*

City  \*

Country  \*

**CONTACT**

Phone

Mobile  \*

Fax

Upload PDF CV file



You will automatically be directed to the payment of your EVER membership dues.

Please click on ***continue to payment***



APPLICATION FOR MEMBERSHIP

Membership fee

Select	Type of membership	Expire date	Membership fee
<input checked="" type="checkbox"/>	Member Membership Fee 2020	31 December 2020	190 €

[Back](#) [Continue to payment](#)



Please click «**Invoice**» If you wish to pay by bank transfer

Please click «**Credit Card**» If you wish to pay by credit card

APPLICATION FOR MEMBERSHIP

Payment

Choose a method of payment

Invoice

Credit card

Summary

Member	Membership Fee 2020	190.00 €
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Amount payable: 190.00 €

[Back](#) [Continue to Payment](#)



Please follow the steps and in case of a different invoice address, you may update it via the option ***change invoice address***. Then ***continue to payment***

MEMBERSHIP APPLICATION / RENEWAL

Invoice Address

Is the invoice address correct? Or would you like to change it to a different address?

Viale G. Matteotti, 7  
50121 Firenze  
Italy

[Change invoice address](#)

[Back](#) [Continue to payment](#)





## Credit Card Option:

You will then be asked to insert your credit card details and **continue**.

payment by Banca **Sella** Language: English

**oic** meeting specialists  
OIC srl  
Viale G. Matteotti, 7  
50121 Florence, Italy  
info@oic.it

**ORDER**

Amount: **\$ 400,00**  
Store: O.I.C. srl  
Order code: M-ORDER-176

> Payment method > **Enter data** > Data summary > Receipt > Return to the store

Card holder:

Card Number \*

Expiration Date \*

Security code \* (CVV2 o 4DBC)  [Where can I find the security code?](#)

Email:

\*The fields with an asterisk are mandatory.

[Privacy disclosure](#)

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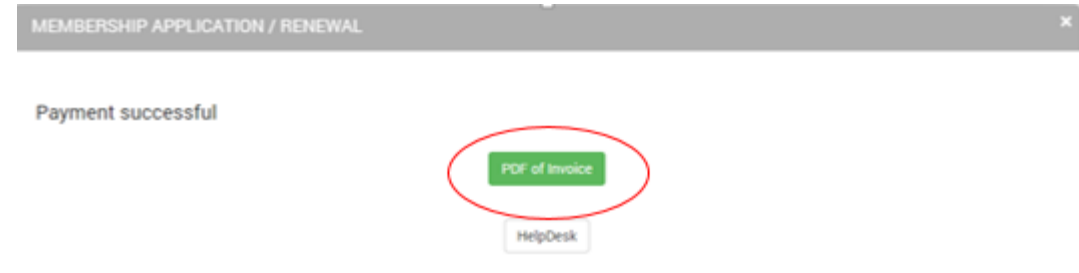
Cookie Policy

## Bank Trasfer Option:

You will receive an email with a proforma invoice including bank details for payment.

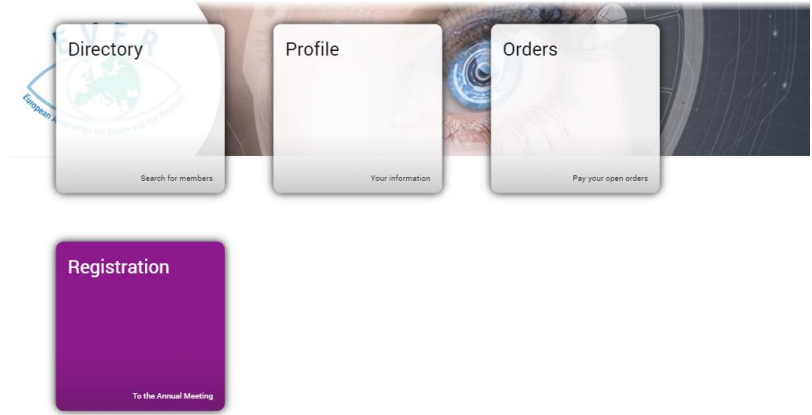


Once the payment goes through you will see the following screen where you have the possibility to print your invoice. You will also receive a confirmation of successful payment via email.

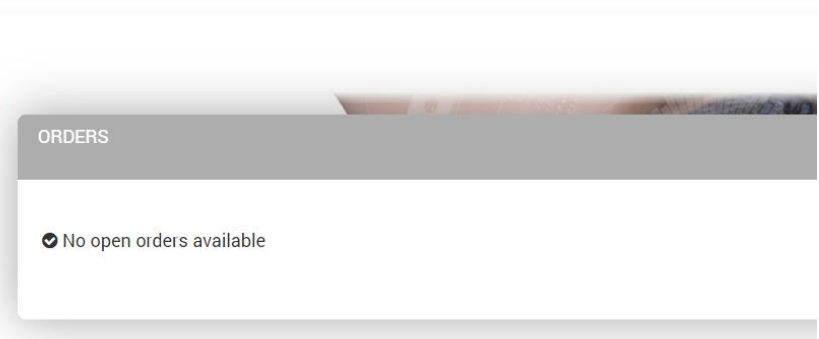




Once your membership payment is settled, you will be directed to the home page where you can update your profile details anytime and view any outstanding membership payment, if applicable.



If you click on the **orders** option you will notice that no further payments are due.



If you click on the registration option you will be redirected to EVER Congress registration, if applicable

