




**IVSC meetings
Madrid, November 2009**

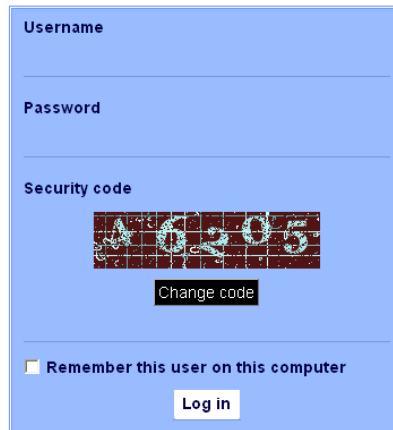
Registration instructions

· **Log in** at www.atasa.com/ivsc, with the **username** and **password** given to you. Do not forget to enter the randomly-generated five digits that form the **security code**. If you cannot see the five-digit code correctly, click on “Change code” to generate a new code.

 Log in to the Intranet

 Versión española

Log in



· Once you have logged-in, **complete the fields** of the form, including your hotel registration (unless you indicate that you wish to do it yourself), and press the “**Submit**” button.

· If you plan to make your hotel registration through this electronic form, please have your **credit card data** (number, expiry date, holder name and CVC2/CVV2) prepared, and note that your definitive hotel registration will be completed upon **effective confirmation of the validity of your credit card data**. The hotel will send you an email confirmation once said data are checked for.

· If there are no mistakes in the process, the system will inform you that the data have been submitted correctly, and you will receive and **email reporting the registration information saved** by the system.

· Should you have any enquiries regarding the electronic form, please contact Mr. Juan M. García at jmg@atasa.com.

ATASA’s website uses SSL security. Our 128-bit certificate has been issued by Thawte. You can verify its validity by clicking at the image you will find at the end of the form.



The personal information included in the form will be confidentially treated in accordance to Spanish Data Protection Law (*Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal* and development norms) and will only be used for the purpose of organising the events.