



# Instructions to register and “pay” fee for INFN participants at DIS2026 conference

For participants to be reimbursed by INFN the procedure is as follows:

- open the mission in your unit (“sezione”)
- for the conference fee select “CONVENZIONATO STRUTTURA”
- register to the conference
- proceed to payment inserting INFN unit payment details
- select “Bank Transfer”
- don’t pay on your own via bank transfer. INTRAS Congressi will issue an invoice directly to your administration

SEE

NEXT

SLIDES

Assuming you have already registered to the conference, but not paid yet


<https://agenda.infn.it/event/47074/registrations/>

check you are logged in

The screenshot shows a web browser window displaying the registration page for the 33rd International Workshop on Deep Inelastic Scattering and Related Subjects (DIS2026). The browser's address bar shows the URL. The page header includes the event title, dates (4-8 May 2026), and location (Hotel Carlton, Europe/Rome timezone). A navigation menu on the left lists various sections, with 'Registration' highlighted. The main content area is titled 'Registration Available forms' and contains a table with registration options. A red box highlights the user profile 'P. Antonioli' in the top right corner, with an arrow pointing to it from the text 'check you are logged in'. Another red arrow points to the 'Check details' button for 'Workshop Registration' with the text 'click here'.

	Opens	Closes	
<a href="#">Accompanying Person</a>	24 Nov 2025, 00:00	15 Apr 2026, 23:59	<a href="#">Apply</a>
<a href="#">Invitation letter request</a>	24 Nov 2025, 00:00	15 Mar 2026, 23:59	<a href="#">Apply</a>
<a href="#">Support Request</a>	24 Nov 2025, 00:00	26 Feb 2026, 17:23	<a href="#">Apply</a>
<a href="#">Workshop Registration</a>	24 Nov 2025, 00:00	15 Apr 2026, 23:59	<a href="#">168</a> <a href="#">Check details</a>

administrative costs, including charges imposed by the credit card system.

 **Your registration is awaiting payment**  
Awaiting your payment. [Proceed to checkout.](#)

 **Modify**  **Withdraw**

You will see data you previously registered.

## Summary

Reference: #2 Date: 18 Nov 202

### Personal Data

First Name Pietro  
Last Name Antonioli  
Email Address pietro.antonioli@bo.info.it

click here

## Arrival and departure

### Arrival date\*

Monday, 4th May (morning)  
Monday, 4th May (morning)  
Monday, 4th May (afternoon)  
Tuesday, 5th May (morning)  
Tuesday, 5th May (afternoon)  
Wednesday, 6th May (morning)  
Wednesday, 6th May (afternoon)

Specify whether you consent to being included in the event's list of participants

Display my participation to everyone who can see this event

1. Add information about your arrival/departure

## Arrival and departure

### Arrival date\*

Monday, 4th May (morning)

Please select a date between the 4th and the 8th of May. If you plan to arrive before the 4th, please select 'Monday, 4th May (morning)'

### Departure date\*

Friday, 8th May (afternoon)

Please select a date between the 4th and the 8th of May. If you plan to leave after the 8th, please select 'Friday, 8th May (afternoon)'


2. Add information if you need a childcare support

Would you be interested in a Kindergarden service for your child/children?\*

Yes  No

We will contact individually registrants having expressed interest for this service

proceed to checkout

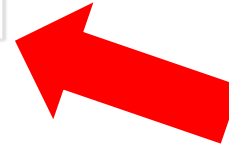
**Invoice** Not paid 

Item	Value	Cost
Conference FEE (Personal Data)	Regular (early bird)	€650.00
		<b>Total €650.00</b>

I have read and accepted the [terms and conditions](#) and understand that by confirming this order I will be entering into a binding transaction.

**Checkout >**

Use this link to come back to this page.



click here

## Payment information

### You will be redirected to the INFN Congressi payment website

Please read carefully the following information.

#### Summary

**Participant ID:** #2  
**Name:** Pietro  
**Surname:** Antonioli  
**Email:** [pietro.antonioli@bo.infn.it](mailto:pietro.antonioli@bo.infn.it)  
**Invoice Total:** 650.00 EUR

#### Participants from Public Italian Institutes

Please **check with your own "Servizio Amministrazione e Missioni"** how to deal with the payment of the conference fee. In particular, if the electronic invoice of the fee has to be addressed to the Italian Institute, it will typically have to be paid directly by the Italian Institute, and not by the participant. Contact us at [dis2026-info@lists.bo.infn.it](mailto:dis2026-info@lists.bo.infn.it) in case of doubt with the payment process for the conference fee.

#### Public Italian Institutes Electronic Invoicing

For convenience of **INFN participants**, we have collected in the following document a list of all INFN institutes with the billing details for the electronic invoicing. Click here to go to the [Document with billing information of INFN institutes](#). For **other Italian Institutes**, you can use the following page to search for the Organisational Unit (OU) of interest by entering one or more parameters: [Indice dei domicili digitali della Pubblica Amministrazione e dei Gestori di Pubblici Servizi](#).

**We advise you to cross-check with your own "Servizio Amministrazione e Missioni", as it is your responsibility to ensure that the details are correct.**

[info@lists.bo.infn.it](mailto:info@lists.bo.infn.it). The Conference Committee reserves the right to refuse reimbursement of part or all of the fee in the case of late cancellation. However, each cancellation **will be considered on an individual basis**. Please note that a cancellation processing fee may be applied to cover administrative costs, including charges imposed by the credit card system.

**>>> Proceed to the INFN Congressi payment website**

You will get this screen with important information

from [this document](#) you can get the billing information of your INFN institute (see next slide)

once you are sure about billing information, click here

These are the billing information of the INFN units: name, address and “Codice Univoco Ufficio” are different!

[https://docs.google.com/spreadsheets/d/12\\_qXd041Z8fl-KmK7XBfTvzf-kvkGyt6DPYnltvVSAQ/edit?gid=0#gid=0](https://docs.google.com/spreadsheets/d/12_qXd041Z8fl-KmK7XBfTvzf-kvkGyt6DPYnltvVSAQ/edit?gid=0#gid=0)

Fatture Elettroniche Amministrazione Pubblica ☆ 🗑️ ☁️  
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	A	B	C	D	E	F
1	Invoice Recipient	Address	Fiscal Code	Partita IVA	Codice Univoco Ufficio	
2	INFN - CNAF	Viale Carlo Berti Pichat, 6/2 - 40127 BOLOGNA (BO)	84001850589	04430461006	9X2TEP	
3	INFN - Sezione di Bari	Via E. Orabona 4 - 70125 - Bari - Italy	84001850589	04430461006	M6OCQ4	
4	INFN - Sezione di Bologna	Viale Carlo Berti Pichat, 6/2 - 40127 BOLOGNA (BO)	84001850589	04430461006	SAJFQQ	
5	INFN - Sezione di Cagliari	Cittadella Universitaria di Monserrato - Cas. Post. 170, 09042 Monserrato (CA)	84001850589	04430461006	JWQ1KR	
6	INFN - Sezione di Catania	Via Santa Sofia,64 - 95123 Catania - Italia	84001850589	04430461006	MWJK2T	
7	INFN - Sezione di Ferrara	via Saragat 1 - 44122 Ferrara, Italia	84001850589	04430461006	UITGDC	
8	INFN - Sezione di Firenze	via Sansone 1, 50019 Sesto Fiorentino (FI), Italia	84001850589	04430461006	C3AX20	
9	INFN - Sezione di Genova	Via Dodecaneso,33 - 16146 Genova - Italia	84001850589	04430461006	82RDBZ	
10	INFN - Sezione di Lecce	Via Provinciale per Arnesano, 73100 - Lecce	84001850589	04430461006	LR2ADE	
11	INFN - Sezione di Milano	Via Celoria,16 - 20133 Milano - Italia	84001850589	04430461006	2CX7RW	
12	INFN - Sezione di Milano Bicocca	Edificio U2, Piazza della Scienza 3 - 20126 Milano	84001850589	04430461006	8F84EO	
13	INFN - Sezione di Napoli	Complesso Univer. Monte Sant'Angelo, Ed. G, Via Cintia – 80126 Napoli	84001850589	04430461006	833SC9	
14	INFN - Sezione di Padova	C/o Dip. di Fisica Via F. Marzolo, 8 - 35131 Padova	84001850589	04430461006	TC7B3Q	
15	INFN - Sezione di Pavia	Via Agostino Bassi, 6 - 27100 Pavia	84001850589	04430461006	SFS13S	
16	INFN - Sezione di Perugia	c/o Istituto di Fisica, via A. Pascoli - 06123 Perugia	84001850589	04430461006	USAEQB	
17	INFN - Sezione di Pisa	Edificio C, Polo Fibonacci, Via F. Buonarroti, 2 - 56127 Pisa	84001850589	04430461006	F2WDCT	
18	INFN - Sezione di Roma	c/o Dip. di Fisica, P.le Aldo Moro, 2 - 00185 Roma	84001850589	04430461006	92AW8D	
19	INFN - Sezione di Tor Vergata	Via della Ricerca Scientifica, 1 - 00133 Roma	84001850589	04430461006	E9YBYU	
20	INFN - Sezione di Roma Tre	Via Della Vasca Navale, 84 - 00146 Roma	84001850589	04430461006	PMU8CD	
21	INFN - Sezione di Torino	Via P. Giuria, 1 - 10125 Torino	84001850589	04430461006	W8MA2Q	
22	INFN - Sezione di Trieste	Via Valerio, 2 - 34127 Trieste	84001850589	04430461006	H4N64Q	
23	INFN - Laboratori Nazionali di Frascati	Via Enrico Fermi 54 (già 40) - 00044 Frascati (Roma) Italy	84001850589	04430461006	WMXSWX	
24	INFN - Laboratori Nazionali del Sud	Via Santa Sofia,64 - 95123 Catania - Italia	84001850589	04430461006	KR07WA	
25	INFN - Laboratori Nazionali del Gran Sasso	Via G. Acitelli, 22 - 67100 Assergi (L'Aquila)	84001850589	04430461006	R0O6ZU	
26	INFN - Laboratori Nazionali di Legnaro	Viale dell'Università, 2 – 35020 - Legnaro (PD) – Italia	84001850589	04430461006	GFR2HU	
27	INFN - TIFPA	c/o Dip. di Fisica Università di Trento - Via Sommarive, 14 - 38123 Povo (Trento)	84001850589	04430461006	I4AX1G	
28						

## DIS2026 Registration Fee

Participant ID

Name

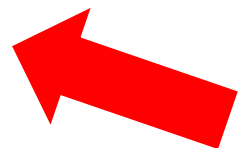
Surname

E-mail

Invoice Total (EUR)

This information has been imported from your INDICO registration, **please verify it is correct**. In case it is not correct, please modify your INDICO registration details. In case of troubles, please contact [dis2026-info@lists.bo.infn.it](mailto:dis2026-info@lists.bo.infn.it)

Save registration



click here

Once you press

**>>> Proceed to the INFN Congressi payment website**

This will be your next screen

For master students and PhD is 450 EU

## Information for invoicing

**Participants from Public Italian Institutes** (ie. INFN, CNR, Italian Universities, ...) are kindly invited to check with their own "Servizio Amministrazione e Missioni" the payment process for the conference fee. In case of doubts or troubles, please contact [dis2026-info@lists.bo.infn.it](mailto:dis2026-info@lists.bo.infn.it).

Participants from Italian Public Institutes who need to have the **Invoice addressed to the Public Italian Institute (Fattura Intestata all'Ente Pubblico)**, select "Invoice to INSTITUTE or COMPANY", fill the data of your institute and **choose BANK TRANSFER** as the payment method (ask your "Servizio Amministrazione e Missioni" in case of any doubt). The electronic invoice for the fee will be sent and directly paid by the Italian Institute. Please **ignore any automatic message asking for a bank transfer** from INFN Congressi, as it does not apply to participants whose fee will be paid through their Public Italian Institute.

Please, pay special attention to the **Codice Fiscale, Partita IVA and Codice Univoco Ufficio**. You can find some information and guidance on the INDICO website, but make sure you check with your "Servizio di Amministrazione e Missioni" the details are correct.

**PARTICIPANTS FROM INFN, PLEASE STOP HERE.**

### Invoice type \*

Invoice to PHYSICAL PERSON x ▾

### Invoice Recipient \*

Invoice billed to

### Country/Region \*

Italy ▾

### Street and number \*

Street/Square and Civic Number

### Other address info

Apartment, suite, unit, etc. (optional)

### City \*

## Your order

Product	Subtotal
DIS2026 Registration Fee	
<b>Participant ID:</b> 2	
<b>Name:</b> Pietro	
<b>Surname:</b> Antonioli	650,00€
<b>E-mail:</b> pietro.antonioli@bo.infn.it	
<b>Invoice Total (EUR):</b> 650.00	
<b>Subtotal</b>	<b>650,00€</b>
<b>Total</b>	<b>650,00€</b>

**Bank transfer**

Make the payment by bank transfer. You'll receive email with instructions.

**Payment cards** nexi

**Place order**

YOU HAVE TO FILL THESE DATA, SEE NEXT SLIDE FOR AN EXAMPLE

**Invoice type \***

Invoice to INSTITUTE or COMPANY

**Invoice Recipient \***

INFN - sezione di Bologna

**Country/Region \***

Italy

**Street and number \***

Viale Berti Pichat 6/2

**Other address info**

Apartment, suite, unit, etc. (optional)

**City \***

Bologna

**Province / State \***

Bologna

**ZIP Code \***

40127

**Phone**

**Email \***

pietro.antonioli@bo.infn.it

**PEC (Posta Elettronica Certificata)**

Please enter your PEC address

**Fiscal Code / Tax Identification Number (TIN) \***

84001850589

**Partita IVA / VAT number \***

04430461006

**Codice Univoco Ufficio / SDI code \***

SAJFQQ

**Bank transfer**

Make the payment by bank transfer. You'll receive email with instructions.

**Payment cards** nexi

**Place order**

select "bank transfer"

LAST STEP:

click here

Example of data correctly filled  
(the example is for INFN – Bologna,  
note name, address and SDI code is  
different in each sezione!)

## DON'T MAKE THE PAYMENT

From INFN Congressi <infn-congressi@lunafipartner.it>  
To Pietro Antonioli  
Reply to INFN Congressi <infn-congressi@intrascongressi.com>  
Subject **Your INFN Congressi order has been received!**

### Thank you for your order

Hi ,

Thanks for your order. It's on-hold until we confirm that payment has been received.

Make the payment by bank transfer.

Enter the follow wording in the bank transfer description:

PD2025 Pietro Antonioli Order #1891

#### Our bank details

#### INTRAS CONGRESSI SRL:

- IBAN: IT31F0306902478100000064961
- BIC: BCITITMMXXX

#### [Order #1891] (March 5, 2026)

Product	Quantity	Price
DIS2026 Registration Fee		
Participant ID: 2		
Name: Pietro	1	650,00€
Surname: Antonioli		
E-mail: <a href="mailto:pietro.antonioli@bo.infn.it">pietro.antonioli@bo.infn.it</a>		
Invoice Total (EUR): 650.00		

You will get details about how to make the bank transfer, on the landing web page and getting an an-email from [INFN-Congressi@lunafipartner.it](mailto:INFN-Congressi@lunafipartner.it)

But please **IGNORE** this request **and don't do on your own the required bank transfer!**

The payment will be managed via INTRAS Congressi and your administration, issuing an invoice to a given INFN units (for all the people of that unit attending the conference). All missions must be opened and approved by your director.