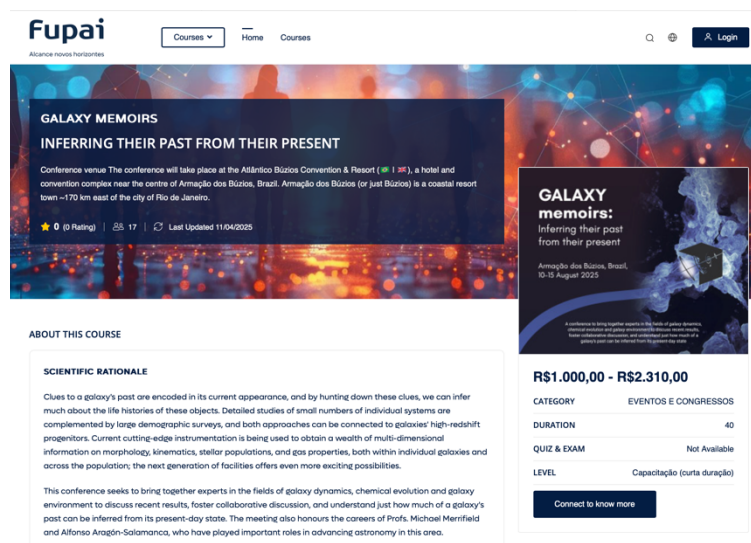# Galaxy Memoirs

Payment of Registration Fee

IMPORTANT: payment of the registration fee is required upon registration for the conference (or as soon as possible thereafter). Payment is either via PIX (*for Brazilian residents*), SWIFT transfer (*for international participants*) or by credit card. All methods of payment are available through our FUPAI course website:

https://treinamentos.fupai.org.br/en/course/galaxy-memoirs

Note, to pay through this forum, you are first required to create a FUPAI account and to login. Only then will options for payment appear on the course webpages. The website contains components that are only available in Portuguese, so for those that need it, we provide step-by-step instructions on how to pay below.

Payment Instructions

1. First, you will need to register with the FUPAI website. Follow the link to our FUPAI course website and then click on Conecte-se or Login.

Click here

2. You will be taken to a login screen. If you don't already have a FUPAI account, you can register by clicking '*Crie a sua conta aqui*' or '*Create an account*'.

Click here to create account

3. To register, fill in the appropriate details and click '*Criar uma conta*' or '*Create an account*'. You will receive an email with a link whereby you can activate your account, although this step is not required to access the payment options.

4. Return to the FUPAI course website and login as described in Steps 1 & 2. You will be taken to an overview page. To find the conference payment pages, click on '*Calandário*' on the top task bar. Then forward the calendar to 'AGOSTO' (August), and click on GALAXY MEMOIRS.

A dialog box will appear with a summary of the conference. Click '*Ver Detalhes*' to access the conference course pages.

5. On the course pages, there will now appear a dropdown menu from which you can select the appropriate registration fee. Registration fees are detailed on this course page, and also on the main conference website.

Click here for dropdown menu of registration fees

6. Once you have selected the appropriate regisration fee, click on Matricular Agora to proceed to payment.

Click here to proceed to payment

7. You will be taken to a confirmation page where you can review and confirm the fee details. Click '*Confira*' to confirm.

Click here to confirm

8. Following confirmation, you can select your desired payment method (either credit card, PIX or SWIFT) by clicking on the relevant icon. To proceed to payment, click '*Pague agora*'.

9. Finally, once payment has been made, participants are required to email the receipt to GalaxyMemoirs2025@nottingham.ac.uk, using the subject '*Galaxy Memoirs 2025: fee payment*' and the email template provide upon registration (confirmation webpage). **IMPORTANT:** note that failure to do so, will mean the conference organisers will have no record of your payment and your registration will not be confirmed.