

Grenoble, 15th November 2024

Subject: Acceptance to HERCULES 2025 School

Dear HERCULES 2025 Applicant,

We are pleased to inform you that you have been accepted as a full-time participant student to attend the HERCULES 2025 School, from Monday **10 March** to Friday **11 April 2025**, **Session B**.

Important Information

- **Access Requirement:** Your participation is subject to authorisation to access the Institut Laue Langevin (ILL) controlled area, which will be determined by an administrative screening process to be carried out in December 2024.
- **Off-Site Week:** The programme includes one week outside Grenoble from Saturday 29 March to Saturday 5 April 2025 (group travel and accommodation are organised by HERCULES and included in the registration fee).
- **Program Start & End:** Classes begin on **Monday, March 10th** (morning) and end on **Friday, April 11th** (evening). Accommodation is provided from **Sunday, March 9 (evening) through Saturday, April 12 (morning)**.

Next Steps

To **confirm/cancel** your participation, please **Login** first with your account, then complete the registration form by **December 2nd 2024**: <https://hercules-school.eu/form/full-time-registration-to-hercul>

Once your registration is confirmed, you will have access to your participant account on the HERCULES website in December. This account will include detailed program information and updates, with a downloadable booklet of program details and practical information available in February.

Registration Fees

The amount of your registration fees will be: **2500.00 €**, to be paid **before December 2nd 2024** as well. Please find the payment procedure in attached.

 Please note that the registration fees **DO NOT** cover: (<https://hercules-school.eu/registration-fees-2025>)

- Travel to and from Grenoble;
- Dinners and week-end lunches;
- Health and personal liability insurance
- Personal expenses

Visa Reminder

If you need a visa, please start your application **as soon as possible**, as processing times can be lengthy. We remain at your disposal for any additional documents related to your visa application.

We look forward to welcoming you to HERCULES 2025!
Warm regards,



Hubert RENEVIER,
HERCULES Directors



Marc DE BOISSIEU,



Giorgio SCHIRO

Instructions for paying your HERCULES 2025 course fees

DEADLINE: DECEMBER 2nd 2024

Please find the case that applies to you

1. **Attendee from outside of France or payment by credit card**
2. **Attendee from ILL with fees paid by ILL**
3. **Attendee from ESRF with fees paid by ESRF**
4. **Attendee from Université Grenoble Alpes (UGA) with fees paid by UGA**
5. **Attendee from a non-UGA of a French research lab with fees paid by public French Institution (except UGA, ESRF and ILL)**

1. Are you an international student from outside of France or paying by credit card?

Payment Link: <https://uga.azur-colloque.fr/inscription/en/228/inscription>

- Use the payment link above, select the cost that corresponds to your case:

- **Full time** participant with accommodation in Grenoble (you need to be accommodated in Grenoble), 2500 EUR
- **Full time** participant without accommodation in Grenoble (you are local student from Grenoble), 1700 EUR
- **Part time** participant, 600 EUR

➡ **Recommended method: Pay by credit card** 😊😊😊

- Skip the page “*logistical information*”
- Click “**pay by credit card**” and proceed to the payment
- Your paid invoice will be issued and sent to you by email automatically just after the payment.

Advice to students: See with your advisor or institute administration if you have a way to pay through your institute via credit card.

➡ **Backup method: Pay by bank transfer** 😬😬😬

- Skip the page “*logistical information*”
- Click “**pay by bank transfer**” then you will receive by email the quote to be paid by your institution.
- Once you have made your bank transfer send the proof of your bank transfer to

youlia.mazet@univ-grenoble-alpes.fr

- Once we have received the payment, we will confirm your registration and your paid invoice will be issued and sent to you by email.

Advice to students: Contact your advisor on institute administration for instructions on how to proceed with the bank transfer.

Remember that simple registering on azur colloque link is not sufficient to confirm your payment.

2. Are you from ILL?

Procedure to follow if you are from ILL and your registration fees will be paid by ILL:

Please let us know it by sending the email to youlia.mazet@univ-grenoble-alpes.fr **BEFORE 02/12/2024** and contact at the same time: training@ill.fr

3. Are you from ESRF?

Procedure to follow if you are from ESRF and your registration fees will be paid by ESRF:

Please let us know it by sending the email to youlia.mazet@univ-grenoble-alpes.fr **BEFORE 02/12/2024** and contact at the same time : hrtraining@esrf.fr

A specific procedure will be set up for the payment of your registration fees :

HERCULES

European School

You will first have to submit a training request, as the validation of both your Head of Division and of your direct supervisor is mandatory.

Please fill in a form: <https://requests.esrf.fr/plugins/servlet/desk/portal/31/create/283>

AND ASK THEM TO APPROVE YOUR REQUEST.

Christine Madonna will register you officially when she will get your approved request, then the ESRF will pay your registration fees.

4. Are you registered at Université Grenoble Alpes and have fees paid by UGA?

Please contact the financial manager in your laboratory as well as youlia.mazet@univ-grenoble-alpes.fr to arrange payment.

5. Are you a member of French research lab, except UGA, ESRF and ILL (instructions in French)?

Votre service financier doit adresser le bon de commande par email à youlia.mazet@univ-grenoble-alpes.fr **AVANT LE 02/12/2024**

Les informations nécessaires pour l'édition de votre bon de commande :

Objet de la commande : Frais d'inscription HERCULES 2025 de **vous Nom et Prénom**

Montant de la commande : **comme indiqué sur votre lettre d'acceptation.**

Le montant indiqué est en TTC, il faut donc éditer un bon de commande en HT + TVA 10% = TTC

Exemple frais d'inscription "full time participant with accommodation" :

si le montant de vos frais d'inscription est de 2500 €, le montant du BDC doit être

2 272,73 € HT + la TVA à 10% 227,27 € = 2500 TTC

L'adresse et les informations concernant notre université pour l'édition de votre bon de commande se trouvent dans le cadre ci-dessous.

Après la réception de votre bon de commande, la facture sera éditée en février 2025 et déposée sur la plateforme Chorus-pro pour son paiement par votre institution.

Université Grenoble Alpes CS 40700 - 38058 Grenoble cedex 9

SIRET : 130 026 081 00013

SIREN : 130 026 081

UAI : 0383493R

APE : 8542Z ENS SUP

INTRA-COMMUNITY VAT N° : FR30 130026081

If you have any questions or problems concerning payment, please contact

Youlia Mazet

youlia.mazet@univ-grenoble-alpes.fr