

## **ECIS 2019 Payment Instructions:**

### **Terms:**

Payment required within 7 days of registration date

### **Payment:**

Ensure your bank pays amount due in Swedish Krona (SEK, kr)

### **Recipient:**

Stockholm University  
Frescativagen 1  
11419 Stockholm  
Sweden

### **How do I mark my payment?**

Mark your payment with ECIS 2019 followed by your name, email, and AIS membership number

Example: *ECIS 2019, Vera Andersson, vera@su.se, 55555555*

### **Where do I find my AIS membership number?**

Log into your [AIS account](#)

Select 'Manage Profile'

Select 'Membership Card' under *Information & Settings*

### **Bank Details:**

Danske Bank  
Norrholmstorg 1  
111 46 Stockholm  
Sweden

### **IBAN:**

SE161200000012810117756

### **Swift/BIC:**

DABASESX

### **Bankgiro (for Swedish Payers Only) 5050-0206**

Mark your payment with ECIS 2019 followed by your name, email, and AIS membership number

Example: *ECIS 2019, Vera Andersson, vera@su.se, 55555555*

### **VAT number for Stockholm University:**

SE202100306201

### **Payment Receipt:**

Once your payment has been received and matched with your ECIS 2019 registration, a receipt will be emailed. Please allow for 3-5 working days for processing.