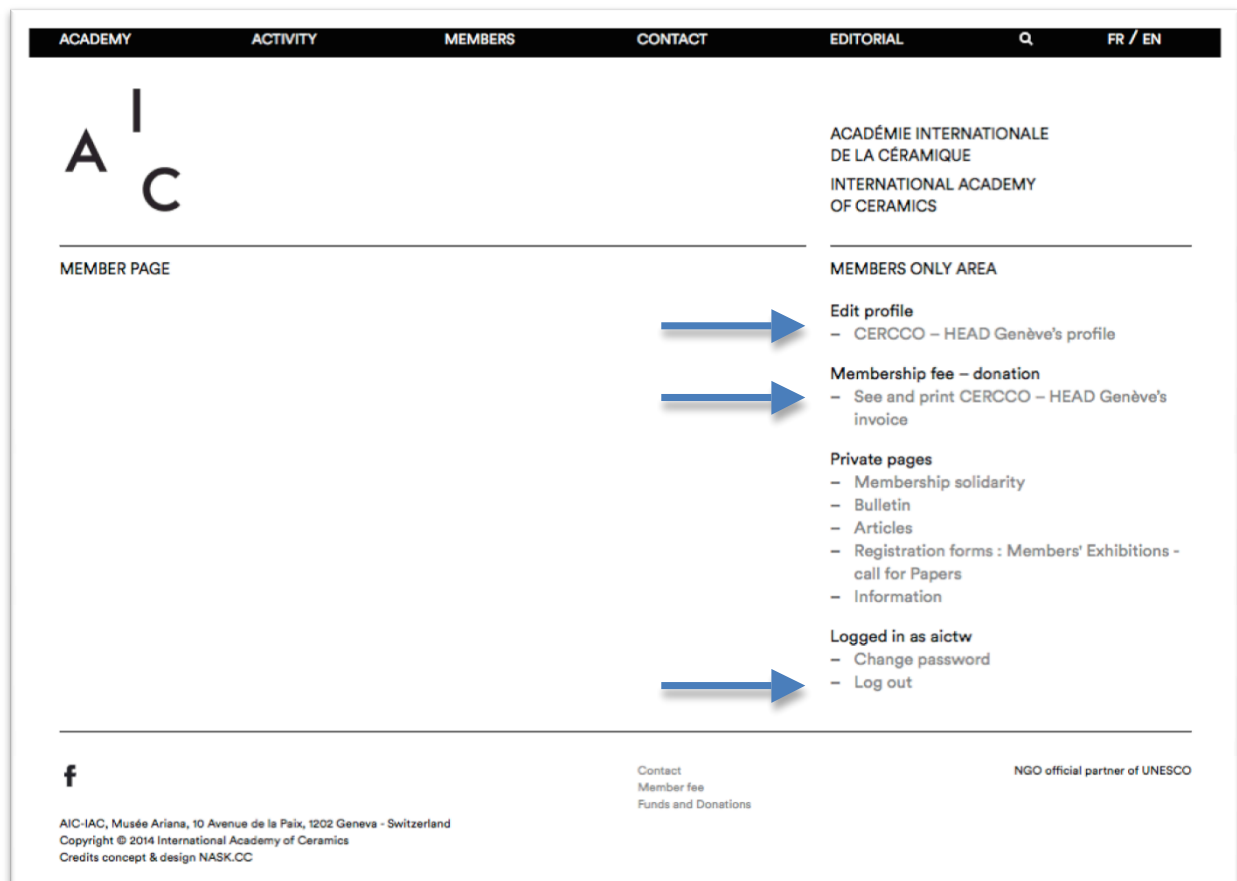


## Welcome to your private member-area on the IAC website

### Contents:

- Edit or update your profile: pages 1-3
- See and print out your invoice: page 4
- Modify your password: pages 5-6

To [see your profile](#) or [see your member fee](#), please click on the grey headings.  
By clicking on [Log out](#), you will exit your private member area.



### To edit or update your profile:

We would like to highlight that you are responsible for the content of your profile.  
Your public profile is on the MEMBERS webpage: <http://www.aic-iac.org/en/members/>

**After submitting your information, the following will be visible on the public IAC website:**  
your name and surname, country, personal website address, photographs, descriptions, CV and other uploaded documents.

**Your other personal data are not visible on the public IAC website. They are kept by the IAC office.** If you notice any error, please modify your data. **Please note:** those data allow the IAC office to contact you. Please do not delete them. Please update them, if necessary.

To save your information, click on **SUBMIT** at the bottom of the webpage **before you exit**.

EDITION PROFIL

**Personal data: CERCCO - HEAD Genève**

- \* Title
- \* LAST NAME
- \* FIRST NAME
- EMAIL
- INSTITUTION NAME
- \* DATE OF BIRTH (DD-MM-YYYY)
- \* STREET ADDRESS AND NUMBER
- \* POSTAL CODE
- \* CITY
- STATE
- Country
- \* PHONE
- WEB SITE
- \* Language of correspondence
- DESCRIPTION

Statement, max 300 words.

In the DESCRIPTION box, please enter your presentation statement in English (max. 300 words).

### To upload documents:

Please attach the files in the requested format.

#### **Portrait:**

- If you are an individual member, please upload a **portrait in black & white**.
- If you are an affiliate member, please upload your **institution's logo**.

#### **CV or biography:**

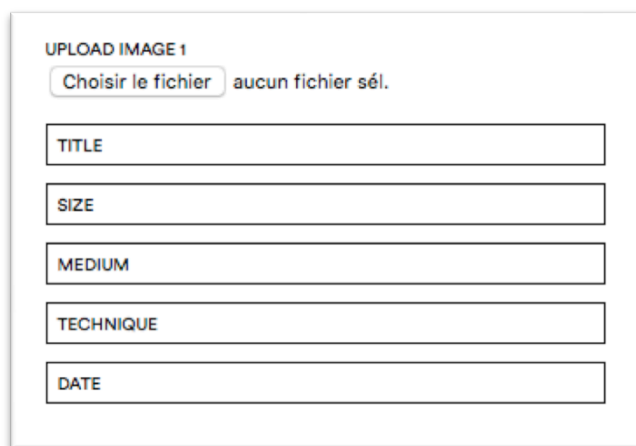
- Please include this document in pdf format, max 5 MB.
- Please note: the names of your files will be visible on your profile. Please name it as follows: « Biography your name », « CV your name ».

**Images:**

- If you are an artist, please upload 5 pictures of your artworks.
- If you are any other individual member, you can take advantage of this space to present your collections, publications, projects, etc.
- If you are an affiliate member, please upload 5 pictures of the institution.

In order to properly upload the pictures on the IAC website, **please upload in the requested format: only jpeg, png or gif files, not exceeding the dimensions of 3000x3000 pixels, with a resolution of max. 300 dpi and a size of max. 7 MB for each file.**

Click on **Choisir le fichier** (“choose the file”) and select your picture. Please fill in the provided fields in order to label your pictures.



UPLOAD IMAGE 1

aucun fichier sél.

TITLE

SIZE

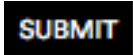
MEDIUM

TECHNIQUE

DATE

**Other documents:**

You can upload any adequate documentation: magazines, articles or catalogues (max. 5 pdf files, max. 5 MB each file). Please note: the names of your files will be visible on your profile, so please name your files legibly.

In order to save your information, do not forget to click on , at the bottom of the webpage, before you exit.

Although our system is now automated, we remain at your disposal for any questions. Please contact the IAC office by email at [info@aic-iac.org](mailto:info@aic-iac.org) or by phone on +41 22 418 54 76.

## To pay your annual fee:

On the welcome page of your private member-area, you can see your invoice by clicking on See and print your invoice.

**A I C**

ACADÉMIE INTERNATIONALE  
DE LA CÉRAMIQUE  
INTERNATIONAL ACADEMY  
OF CERAMICS

Your name and postal address

### Invoice

Date of the invoice : 16.08.2017  
Please pay within 30 days

MEMBERSHIP FEE:  
Annual fee (2017) : CHF 150.-

Amount of your member fee

DONATION:  
IAC Fund  
Mathé Coullery Fund  
Solidarity membership fee (minimum CHF 25.-)

Feel free to add a donation

Total : CHF 150.-

Direct access to PayPal

Pay via Paypal

The invoice will be pay by methods other than online :  
(All charges have to be paid by the member)

BANK TRANSFER:  
UNION DE BANQUES SUISSES, Geneva, Switzerland  
IBAN: CH060024024020080200A  
SWIF CODE:(BIC) UBSWCHZH80A  
account number : 240-200.802.00A clearing 240

POST ACCOUNT :  
IAC Geneva :account No: 12-3775-5 (only in Europe)

CREDITCARD :  
VISA or Mastercard indicating : (contact the IAC office) Name, surname of the cardholder –  
card number – expiry date : (month, year) – black number on the back of the card (CVV) –  
address

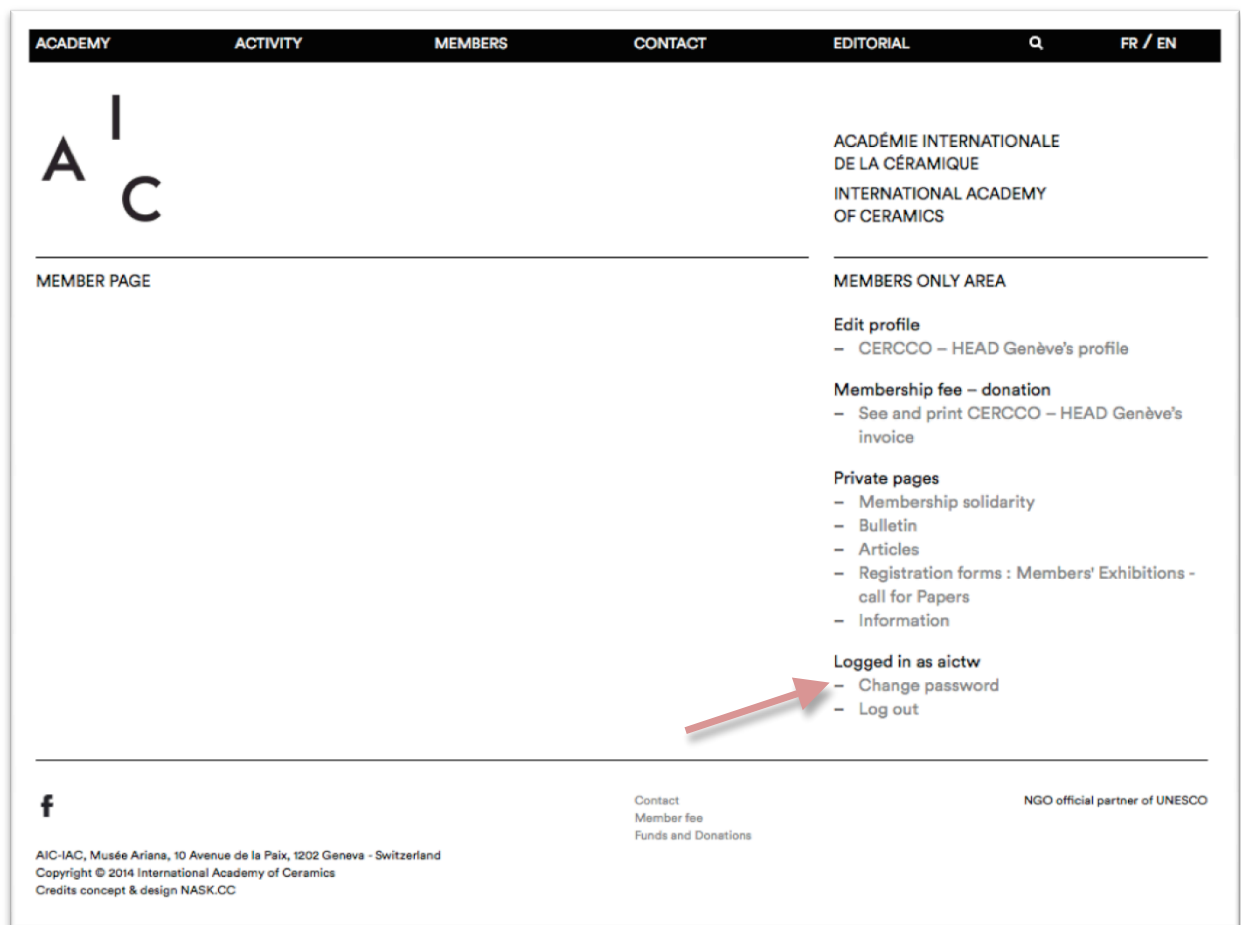
BENEFICIARY:  
Académie Internationale de la Céramique  
Musée Ariana, 10 avenue de la Paix  
CH-1202 Geneva – Switzerland

Please, print the invoice  
Back

If you wish to use another payment method than PayPal, print your invoice

If you see any mistake in the amount of your invoice, please contact the IAC office by email at [info@aic-iac.org](mailto:info@aic-iac.org) or by phone on +41 22 418 54 76.

## To change your password:



The screenshot shows the website of the International Academy of Ceramics (AIC-IAC). The top navigation bar includes links for ACADEMY, ACTIVITY, MEMBERS, CONTACT, EDITORIAL, a search icon, and language options (FR / EN). The main header features the AIC logo and the organization's name in French, English, and Chinese. Below the header, the page is divided into two columns. The left column is labeled 'MEMBER PAGE'. The right column is labeled 'MEMBERS ONLY AREA' and contains several links: 'Edit profile' (with a sub-link 'CERCCO – HEAD Genève's profile'), 'Membership fee – donation' (with a sub-link 'See and print CERCCO – HEAD Genève's invoice'), 'Private pages' (with sub-links for 'Membership solidarity', 'Bulletin', 'Articles', 'Registration forms : Members' Exhibitions - call for Papers', and 'Information'), and 'Logged in as aictw' (with sub-links 'Change password' and 'Log out'). A red arrow points to the 'Change password' link. The footer includes a Facebook icon, contact information, member fee details, and a note about being an official partner of UNESCO.

ACADEMY ACTIVITY MEMBERS CONTACT EDITORIAL Q FR / EN

A I C

ACADÉMIE INTERNATIONALE DE LA CÉRAMIQUE  
INTERNATIONAL ACADEMY OF CERAMICS

MEMBER PAGE

MEMBERS ONLY AREA

Edit profile

- CERCCO – HEAD Genève's profile

Membership fee – donation

- See and print CERCCO – HEAD Genève's invoice

Private pages

- Membership solidarity
- Bulletin
- Articles
- Registration forms : Members' Exhibitions - call for Papers
- Information

Logged in as aictw

- Change password
- Log out

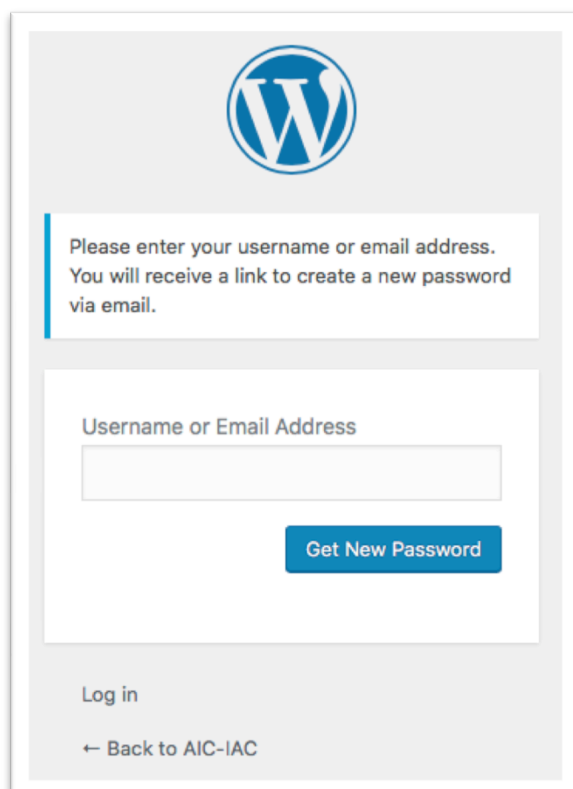
f

Contact  
Member fee  
Funds and Donations

NGO official partner of UNESCO

AIC-IAC, Musée Ariana, 10 Avenue de la Paix, 1202 Geneva - Switzerland  
Copyright © 2014 International Academy of Ceramics  
Credits concept & design NASK.CC

Please click on **Change password**.



The screenshot shows the WordPress password reset form. At the top is the WordPress logo. Below it, a text box contains the instruction: 'Please enter your username or email address. You will receive a link to create a new password via email.' Below this is a text input field labeled 'Username or Email Address'. To the right of the input field is a blue button labeled 'Get New Password'. At the bottom of the form, there is a 'Log in' link and a '← Back to AIC-IAC' link.

WordPress logo

Please enter your username or email address.  
You will receive a link to create a new password  
via email.

Username or Email Address

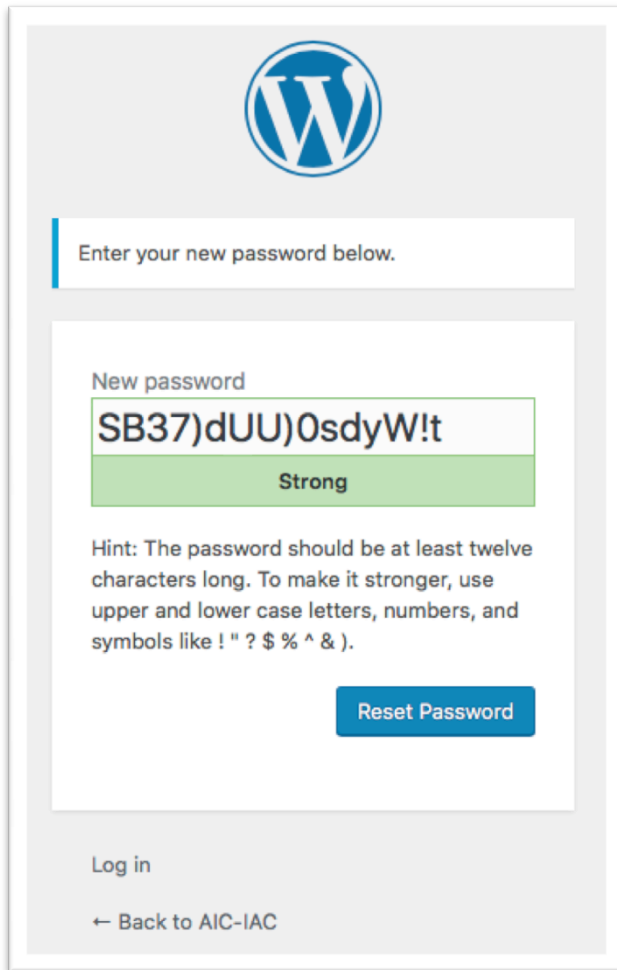
Get New Password

Log in

← Back to AIC-IAC

Please enter your ID or email address, then click on **Get New Password**.

You will receive an email from the IAC. Please click on the link. You will access this window:



The screenshot shows a WordPress password reset interface. At the top is the WordPress logo. Below it, a message says "Enter your new password below." There is a text input field containing the password "SB37)dUU)0sdyW!t". Below the input field, a green bar indicates the password strength is "Strong". A hint below the bar states: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \" ? \$ % ^ & )." A blue "Reset Password" button is located below the hint. At the bottom left, there are links for "Log in" and "← Back to AIC-IAC".

- Enter the new password of your choice
- Click on **Reset Password**.