

# Registration Vademecum

## 1. Introduction

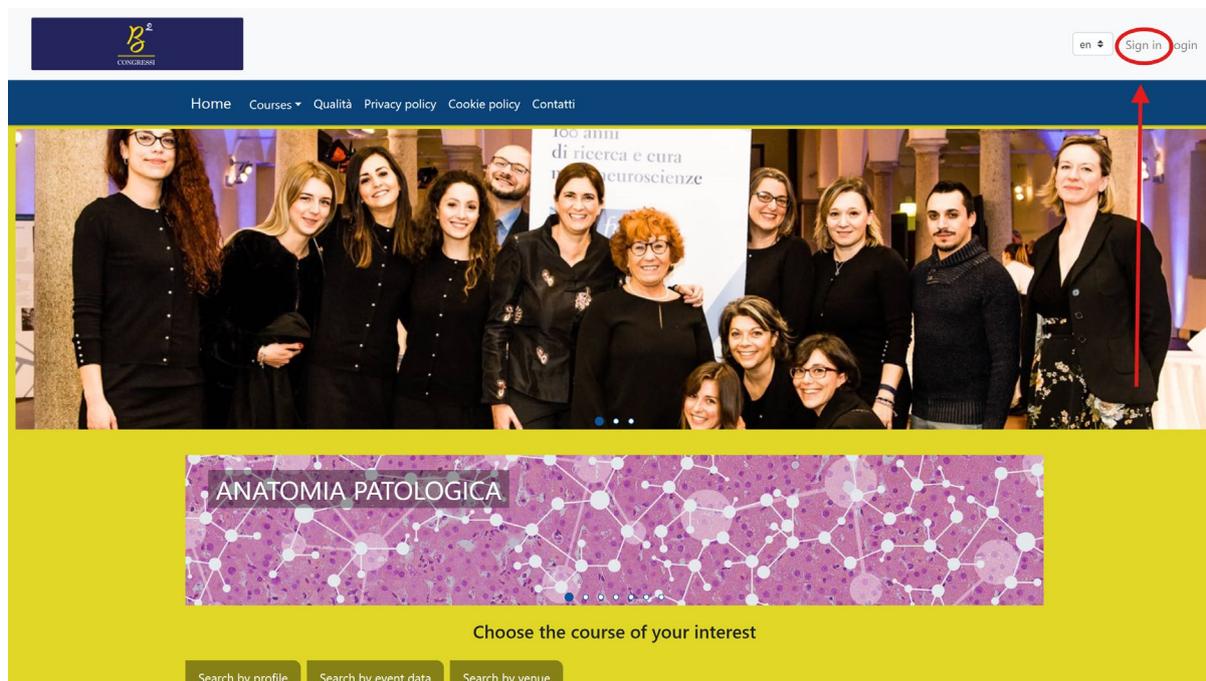
This vademecum provides a step-by-step guide to registering for the Bquadro2 site and registering for events. By following these instructions, you will be able to complete the procedure without difficulty.

Portal registration procedure for new users:

## 2. Portal Registration Procedure

### 2.1 Accessing the Registration Page

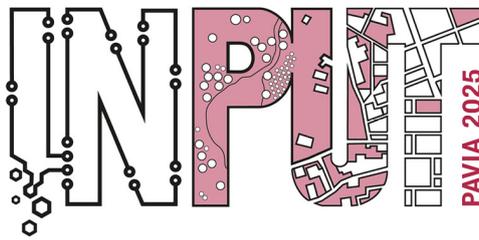
1. Open your browser and type in <https://www.bquadro2.it>.
2. Click on “Sign in” at the top right of the page.



### 2.2 Data Entry.

1. Fill out the registration form with personal data; pay attention to entering the correct e-mail address.



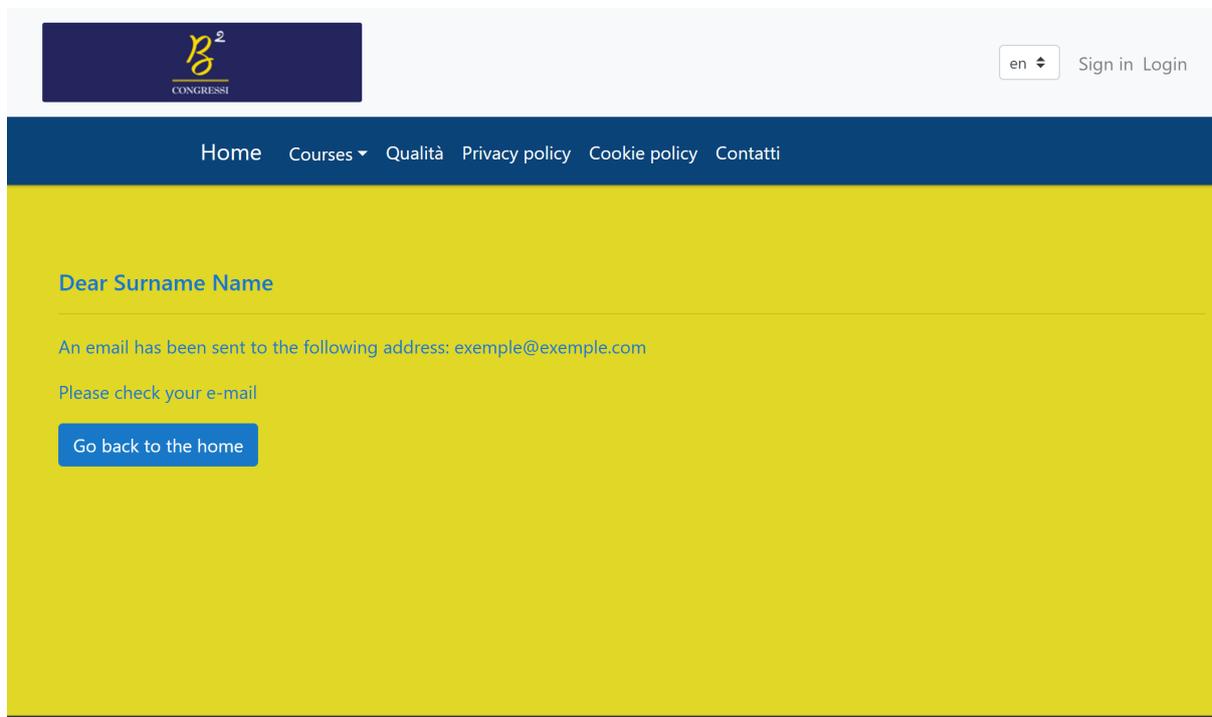


## 13th International Conference on Innovation in Urban and Regional Planning

### Methods, Models and Technologies for Future Cities and Regions

PAVIA, 8-10 September 2025

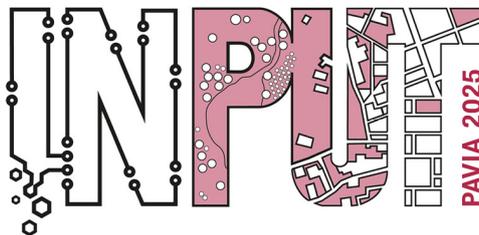
2. Create a secure username and password (at least 8 characters, with a special character and a number). Please note that due to new GDPR data security regulations, the password will need to be changed every three months.
3. Read and accept the Privacy Policy and Terms and Conditions of the site.
4. Submit the form. A message confirming submission will appear.



### 2.3 Account Confirmation.

1. Check your email box (including Spam folder) for the confirmation message.
  - o The subject line of the email will be “Account Confirmation Message.”
2. Click on the activation link in the email to complete the registration.





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### Bquadro Congressi srl

Gentile Utente

Le diamo il benvenuto sulla nostra nuova piattaforma.

Per confermare l'iscrizione in piattaforma clicca sul link di seguito

[qui](#)



Non rispondere alla mail seguente, in caso di problemi contattare l'assistenza.

Cordiali saluti

Bquadro Congressi srl

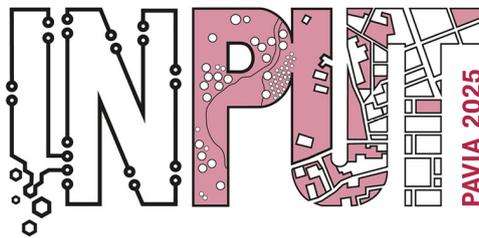
### Bquadro Congressi srl

Sede: C/O POLO TECNOLOGICO Via F.lli Cuzio n° 42

Telefono [0382 302859](tel:0382302859)

E-Mail [staff@bquadro-congressi.it](mailto:staff@bquadro-congressi.it)





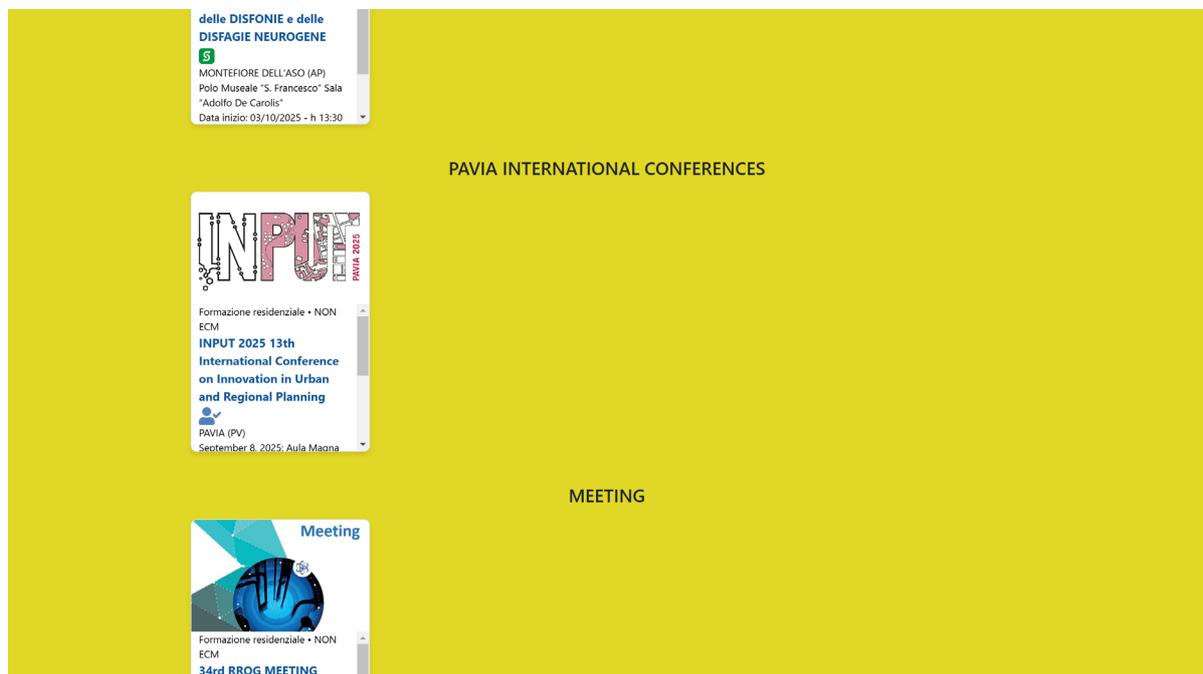
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#### 3. First Access and Event Registration.

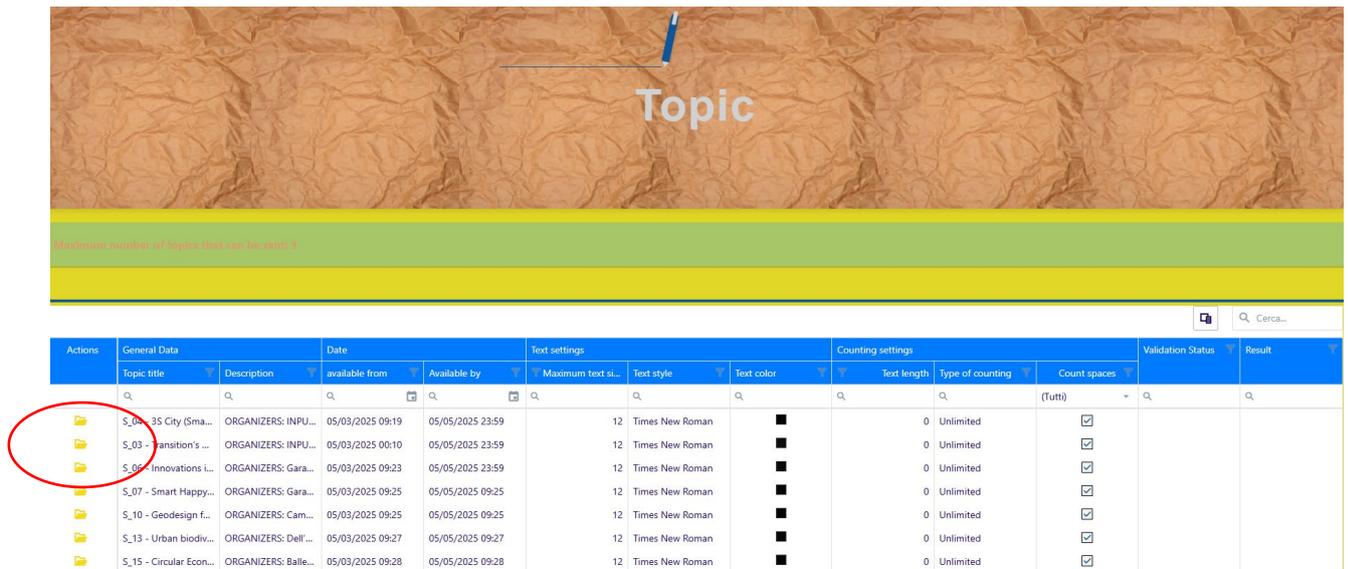
1. Log in with your chosen credentials by clicking on “Login” in the upper right corner.
2. From the home page, scroll down to the PAVIA INTERNATIONAL CONFERENCES section and select the event of interest.



3. Use the navigation menu to browse the event information to the “Papers” section.



1. Select the topic of interest by clicking on the yellow folder



Topic

Maximum number of topics that can be saved: 2

Actions	General Data		Date		Text settings			Counting settings			Validation Status	Result
	Topic title	Description	available from	Available by	Maximum text si...	Text style	Text color	Text length	Type of counting	Count spaces		
	S_04 - 35 City (Sma...	ORGANIZERS: INPU...	05/03/2025 09:19	05/05/2025 23:59	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		
	S_03 - Transition's ...	ORGANIZERS: INPU...	05/03/2025 00:10	05/05/2025 23:59	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		
	S_05 - Innovations I...	ORGANIZERS: Gara...	05/03/2025 09:23	05/05/2025 23:59	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		
	S_07 - Smart Happy...	ORGANIZERS: Gara...	05/03/2025 09:25	05/05/2025 09:25	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		
	S_10 - Geodesign f...	ORGANIZERS: Cam...	05/03/2025 09:25	05/05/2025 09:25	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		
	S_13 - Urban biodiv...	ORGANIZERS: Dell'...	05/03/2025 09:27	05/05/2025 09:27	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		
	S_15 - Circular Econ...	ORGANIZERS: Balle...	05/03/2025 09:28	05/05/2025 09:28	12	Times New Roman	■	0	Unlimited	<input checked="" type="checkbox"/>		

5. Uploading a document:

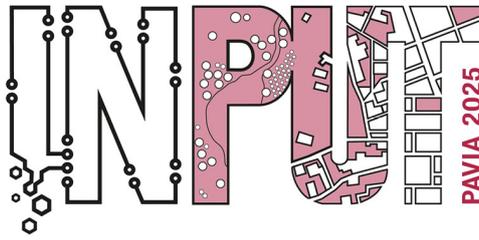
“File”- “Open” allows you to choose the document to upload

“Home” allows you to type/insert texts

“Insert” allows you to insert tables, images, headers, page numbers

“Page layout” allows you to change page settings





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49 PAPERS

Your Paper Send

Selected Topic: S\_04 - 3S City (Smart, Safe, Sustainable)

Topic description Selected

ORGANIZERS: INPUT 2025 Scientific Committee

Session description: Among the many contemporary approaches to urban studies and urban/regional planning, certain key concepts have emerged as highly recurrent both in scientific literature and in urban practice. Topics such as smartness, safety and health, and sustainability have traditionally been addressed separately, despite their evident interconnections in terms of methodological approaches and potential outcomes for urban analysis, forecasting, and management.

Of these, sustainability is the most established notion, often regarded as a prerequisite for every urban and regional action or strategy. Sustainability informs both large-scale global programs and smaller-scale interventions, from building-level projects to daily individual practices. Nevertheless, cities continue to face significant environmental, social, and economic challenges, as illustrated in numerous reports (such as those from the IPCC). To address these, cities and regions should work toward a balanced approach that harmonizes the various dimensions of sustainability while integrating them with smart technologies and behaviors (both at the city and citizens level) and the evolving concept of urban safety, which has expanded from risk management to encompass health, resilience, and well-being.

The challenge ahead lies in defining the limits, boundaries, and opportunities for combining these three critical concepts into a cohesive framework, which we can refer to as the "3S City", built upon the older "3R" approach (reduce, reuse, recycle), closely aligned to sustainability goals.

Keywords: sustainability, Healthy City, safety, urban exposure

Paper Limit: Unlimited Units inserted: 0

File Home Insert Page Layout

Send Save **Open** Download Print

6. The system proposes the logged-in user as the main author (it's possible to modify/update contacts and data through the two buttons in the "Actions" section); it is therefore possible to add co-authors:

Authors

It is possible to insert co-authors once the document has been saved

Actions	Name	Surname	Mail	Membership company	Type Author	Phone Number

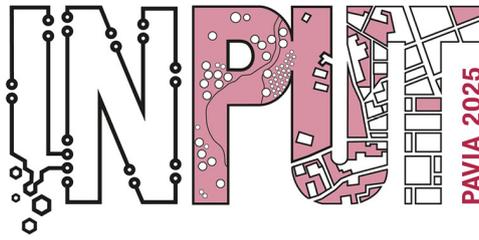
7. Fill in the fields and save

Authors

It is possible to insert co-authors once the document has been saved

Actions	Name	Surname	Mail	Membership company	Type Author	Phone Number





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#### 8. “Save” to save the uploaded Paper

The screenshot shows the submission interface for the INPIT 2025 conference. The 'Your Paper' section is active, and the 'Send' button is visible in the top right corner. The 'Selected Topic' is 'S\_04 - 3S City (Smart, Safe, Sustainable)'. The 'Topic description Selected' section contains the following text:

ORGANIZERS: INFUT 2025 Scientific Committee

Session description: Among the many contemporary approaches to urban studies and urban/regional planning, certain key concepts have emerged as highly recurrent both in scientific literature and in urban practice. Topics such as smartness, safety and health, and sustainability have traditionally been addressed separately, despite their evident interconnections in terms of methodological approaches and potential outcomes for urban analysis, forecasting, and management.

Of these, sustainability is the most established notion, often regarded as a prerequisite for every urban and regional action or strategy. Sustainability informs both large-scale global programs and smaller-scale interventions, from building-level projects to daily individual practices. Nevertheless, cities continue to face significant environmental, social, and economic challenges, as illustrated in numerous reports (such as those from the IPCC). To address these, cities and regions should work toward a balanced approach that harmonizes the various dimensions of sustainability while integrating them with smart technologies and behaviors (both at the city and citizens level) and the evolving concept of urban safety, which has expanded from risk management to encompass health, resilience, and well-being.

The challenge ahead lies in defining the limits, boundaries, and opportunities for combining these three critical concepts into a cohesive framework, which we can refer to as the “3S City”, built upon the older “3R” approach (reduce, reuse, recycle) closely aligned to sustainability goals.

Keywords: sustainability, Healthy City, safety, urban exposure

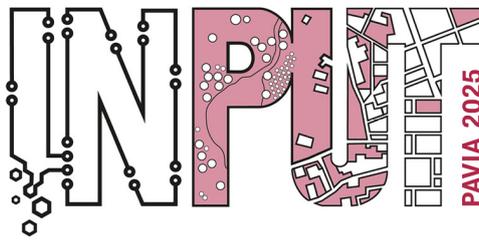
The 'Paper' section shows a Microsoft Word document editor with the 'Save' button highlighted in red. The 'Send' button is also visible in the top right corner of the editor.

#### 9. The saved Paper has not been sent yet. “Send” to send the Paper

The screenshot shows the submission interface for the INPIT 2025 conference, identical to the previous one. The 'Your Paper' section is active, and the 'Send' button is visible in the top right corner. The 'Selected Topic' is 'S\_04 - 3S City (Smart, Safe, Sustainable)'. The 'Topic description Selected' section contains the same text as in the previous screenshot.

The 'Paper' section shows a Microsoft Word document editor with the 'Send' button highlighted in red. The 'Save' button is also visible in the top right corner of the editor.





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Or, after entering co-authors:

Paper Status: Saved

Authors

It is possible to insert co-authors once the document has been saved

Actions	Name	Surname	Mail	Membership company	Type Author	Phone Number
	<input type="text"/>				Author	Principale

Your Paper Send

10. The sent Paper is archived in your reserved area “User Area” – “Papers Written”.

It’s possible to download it through the “Download documents” button

The screenshot shows the 'User area' dashboard with a navigation menu at the top: Home, Courses, User area (circled in red), My courses, Teacher Documents, Qualità, Privacy policy, Cookie policy, Contatti. Below the menu are five main cards: 'My courses', 'View Profile', 'Teacher Documents', 'Documents Validator', and 'Papers Written' (circled in red). The 'Papers Written' card has a sub-link 'View written abstracts'.

The screenshot shows the 'Papers Written' document list. At the top, the navigation menu is repeated. Below it is a table with columns: Edition data, Paper Status, Topic title, Validation Status, Evaluation result, Last modification date, and Download document (circled in red). The table contains one entry: 'INPUT 2025 13th International Co...' with a 'Download document' button (circled in red) in the last column. At the bottom right, it says 'Pagina 1 di 1 (1 elementi)'.

