

# REGISTRATION

## ◆ REGISTRATION FEES

Fees are in Euros (€) - V.A.T. 22% included.

Invoice will be issued for every fee paid and mailed to your e-mail address in pdf format **after payment has been received.**

	Until 15 <sup>th</sup> May, 2015	After 15 <sup>th</sup> May, 2015 and on-site
<b>PARTICIPANT</b>	<b>Euro 600,00</b> (Euro 491,80) **	<b>Euro 720,00</b> (Euro 590,16)**
<b>STUDENT*</b>	<b>Euro 420,00</b> (Euro 344,26) **	<b>Euro 540,00</b> (Euro 442,62)**
<b>ACCOMPANYING PERSON</b>	<b>Euro 180,00</b>	<b>Euro 240,00</b>

**The registration fee for PARTICIPANT and STUDENT (see \*below) includes**

- ✓ admission to attend conference sessions
- ✓ abstract booklet
- ✓ proceedings
- ✓ coffee and refreshments during breaks
- ✓ three lunches
- ✓ Welcome Party (Wednesday, 16<sup>th</sup> September, 2015)
- ✓ Concert and Conference Dinner (Thursday, 17<sup>th</sup> September, 2015)

\* Please note that pre-registered students must send proof of their student status; students registering on-site must show a current student ID upon checking in at the registration desk. Student registration is available for undergraduate, graduate and Ph.D. students only. The student rate is not available for post-doctorates.

**The registration fee for ACCOMPANYING PERSON includes**

- ✓ Welcome Party (Wednesday, 16<sup>th</sup> September, 2015)
- ✓ Concert and Conference Dinner (Thursday, 17<sup>th</sup> September, 2015)



**FOR EMPLOYEES IN THE ITALIAN PUBLIC SECTOR ONLY**



**\*\*Nota per i dipendenti di Enti Pubblici**

Le Pubbliche Amministrazioni che iscriveranno i propri dipendenti, per poter usufruire dell'esenzione IVA ai sensi dell'art. 10 del DPR 633/72 - come modificato dall'art.14, comma 10 della legge 24 dicembre 1993, n. 537 - dovranno inviare via fax (049 651320), unitamente alla stampa dell'e-mail di riepilogo dell'iscrizione, una dichiarazione (contenente tutti i dati fiscali dell'Ente, nome del dipendente e titolo del congresso) in cui si specifichi che il partecipante per cui viene pagata la quota d'iscrizione è un loro dipendente autorizzato a frequentare l'evento per aggiornamento professionale

Si accettano anche autocertificazioni, con documento di identità allegato, contenenti le stesse informazioni. La fattura verrà così intestata all'Ente di appartenenza. Non verranno accettate richieste di modifica delle fatture già emesse o di rimborso dell'IVA versata.

On line registrations will be accepted **until 2<sup>th</sup> September 2015**; registration link will be disconnected at 6 PM (Central European Time). After this date, only on-site registration will be allowed if places are still available. **Please note that, in such a case, the full conference kit cannot be guaranteed.**

Once you carried out your registration correctly, you will receive an automatic confirmation. If you don't receive any automatic confirmation within 5 working days, please contact the Conference Secretariat

**Please note:**

- ✓ **DO NOT PAY BEFORE REGISTERING ON LINE (otherwise we are unable to match your payment with any registration)**
- ✓ **INVOICE WILL BE SENT ONLY AFTER PAYMENT HAS BEEN RECEIVED**

## ◆ REGISTRATION CANCELLATION POLICY AND REFUNDS

Cancellation must be always confirmed in writing: do not forget to include all your bank's information.

Refund of paid fees is granted until 2<sup>th</sup> June 2015: an administrative charge of € 50,00 will be applied.

After 2<sup>th</sup> June 2015, no refund will be possible.

Refunds will be paid after the event. "No shows" entitle to no refund.

## ◆ PAYMENT:

The fee must be paid in Euro (€) to Sistema Congressi by credit card (Visa, Mastercard) or bank transfer. On-line payments are secured by Secure Socket Layer (SSL).

*If you choose to pay by bank transfer:*

*Beneficiary: "Sistema Congressi S.r.l."*

*Beneficiary address: Via Trieste, 26 – 35121 Padova (Italy) – VAT IT01934170281*

*Bank name: Cassa di Risparmio del Veneto*

*Bank address: Agenzia n. 7, Via Belzoni, Padova, Italy*

*Account n°: 07400470028S*

*ABI: 06225*

*CAB: 12107*

*CIN: R*

*Swift/Bic Code: IBSPIT2P*

*International Bank Account Number: IT86R062251210707400470028S*

**Please specify title of the Conference (CP 2015), your name and family name as a description of payment. Please note that all bank charges must be covered by remitter.**

American Express and personal or company cheques will not be accepted.

**Please note that admission to the Conference cannot be guaranteed unless full payment has been received. Where payment is still pending or delayed, registrants will be asked to pay the outstanding amount upon arrival.**

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## ◆ OFFICIAL INVITATIONS

For VISA information see [http://www.esteri.it/visti/index\\_eng.asp](http://www.esteri.it/visti/index_eng.asp)

Official invitation letters can be provided upon request.

These letters are sent only for visa and permission purposes under no obligation for the conference organizers.

Requests must be addressed to the Local Organising Committee.

## ◆ HOW TO REGISTER

Go to <https://sistemacongressi.fervetopus.net/en/sistemacongressi/cp-2015/> to start registration

- Fill in your data
- Fill in your data and payment details
- Upon completing the registration procedures, a message will be sent to your e-mail address from [registration@sistemacongressi.com](mailto:registration@sistemacongressi.com) with the summary of the selected options and the total amount due.
- Invoice will be issued and mailed to your e-mail address in pdf format after payment has been received, in due time.

After completing your online registration, it will not be possible to access the online form again.

## ◆ CP 2015 REGISTRATION SECRETARIAT

Sistema Congressi s.r.l.

[www.sistemacongressi.com](http://www.sistemacongressi.com)

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Phone: (+39) 049 651699

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*For registration and payment information, please contact:* [registration@sistemacongressi.com](mailto:registration@sistemacongressi.com)