**Personal Information**

Title

Mr.Ms.Mag.Prof.Dr.

|  |  |
| --- | --- |
| First NameClick to add  | Last NameClick to add  |

OrganizationClick to add



|  |  |
| --- | --- |
| Job TitleClick to add  | E-MailClick to add  |
| PhoneClick to add  | Mobile PhoneClick to add  |

**Organization Mailing Address**

StreetClick to add



|  |  |
| --- | --- |
| City | ZIP CodeClick to add  |
| CountryClick to add  | VATClick to add  |

**Invoicing address (if different from above)**

StreetClick to add



|  |  |
| --- | --- |
| CityClick to add  | ZIP CodeClick to add  |
| CountryClick to add  |  |

I will need visa support

YesNo

I will need assistance with booking hotel accommodation

YesNo

I will need transfer from/to the airport

YesNo

**ADMISSION AND FEES**

In order to benefit most from the program, a good working knowledge of English is recommended.

Early bird fee - before 22 September

EUR 700 for CEEMAN institutional members
EUR 750 for exchange and individual members
EUR 950 for non-members

After 22 September

EUR 750 for CEEMAN institutional members
EUR 820 for exchange and individual members
EUR 1050 for non-members

(in some cases, 22%VAT might apply depending on the legal status of the applicant's institution)

**Program fee** is covering all materials, coffee breaks, lunches and 1 special dinner. Please note that the fee does not include travel or accommodation expenses.

**Cancellation policy**

A full refund of the program fee is made if the cancellation is received in writing at the latest 3 weeks before program start. Cancellations received 2-3 weeks before start will incur a charge of 50% of the program fee, whereas cancellations within the last 2 weeks before start incur a fee of 75%. After program start, no refunds will be made. Substituting another equally qualified participant for the program will avoid you incurring a cancellation charge. All cancellations must be notified in writing to **rok.ramsak@ceeman.org**

Payment of participation fee should be settled **by 24 November 2017 the latest** by bank transfer, upon the invoice from CEEMAN. Unfortunately, we cannot accept credit cards.

By submitting this registration form, I confirm that the information submitted is accurate and I guarantee the payment of participation fee before the event. I have taken notice of the cancellation terms.

Please contact us if you have not received registration confirmation and invoice for participation within a week after submitting your application form.