

# INFORMATION

On-line registrations will be accepted **until 27th May, 2010**. Registration link will be disconnected at 6 pm (Central European Time).

After this date, only on-site registration will be allowed if Conference room seats are still available. In that case, the full Conference-kit cannot be guaranteed.

## ◆ REGISTRATION FEES

Fees are in Euro - **V.A.T. 20% included**. Invoice will be issued (for every fee paid) and mailed to your address.

	Until 20th April, 2010	After 20th April, 2010 and on-site
<b>PARTICIPANT</b>	Euro 600,00	Euro 720,00
<b>STUDENT</b>	Euro 480,00	Euro 600,00
<b>ACCOMPANYING PERSON</b>	Euro 180,00	Euro 240,00

### ***The registration fee for PARTICIPANT and STUDENT\* includes***

- ✓ admission to oral presentations
- ✓ abstract booklet
- ✓ proceedings
- ✓ coffee and refreshments during breaks
- ✓ lunches
- ✓ Welcome Party (Monday, 7th June, 2010)
- ✓ Opera Concert and Conference Dinner (Tuesday, 8th June, 2010)

\* 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 (Monday, 7th June, 2010)
- ✓ Opera Concert and Conference Dinner (Tuesday, 8th June, 2010)

### ***Conference Speakers***

It is our policy that all speakers must pre-register. Speakers who do not pre-register will be required to register on-site at the higher rate.

The Conference Organizing Committee expects every speaker in a scheduled presentation to register and attend the Conference.

If a speaker needs to cancel his/her presentation, he/she must try to find an alternate presenter, preferably a co-author. Please contact the Conference Organizing Committee immediately with any change to a scheduled presentation.

A "no-show" or cancelled presentation can cause serious inconvenience to the attendees and Conference Organizers. The Committee thanks all speakers in advance for their compliance with this request.

## ◆ HOW TO BOOK YOUR HOTEL

Participants can make hotel reservations by :

- (1) Contacting the hotels directly (we suggest you to book your hotel accommodation **as soon as possible** by contacting the hotels directly, see websites below)  
or
- (2) Using the hotel booking service provided by the Organizing Secretariat (SISTEMA CONGRESSI); see the on-line registration form.

The most popular Parma websites for hotel bookings are:

<http://www.parmaincoming.com/eng/index.htm>

<http://www.parmaitaly.com/alberghik.html>

<http://www.inchotels.com/eng/index.html>

<http://www.alberghiparma.com/>

Participants wishing to make their hotel reservation through our booking service are kindly asked to follow the instructions on the on-line registration form. In this case, your reservation must be guaranteed by an advance deposit corresponding to **1 night stay**. No booking is possible without this payment; it will be deducted from the final bill, to be paid directly at the hotel. A receipt for your full stay will be issued by the hotel itself upon departure.

Please note that the Organizing Secretariat requires a booking fee of **Euro 15,00** per reservation.

Reservations through *Sistema Congressi* will be accepted **until 14th May, 2010**; after this date, room availability cannot be guaranteed. A hotel voucher with full details about your hotel will be sent by e-mail in due time.

HOTELS offered by the Organizing Secretariat Booking service	Category	Single room	Double used as single	Double room
<b>Hotel Stendhal</b> <a href="http://www.hotelstendhal.it">www.hotelstendhal.it</a>	4*	/	€ 125,00	€ 165,00
<b>Hotel Toscanini</b> <a href="http://www.hoteltoscanini.it">www.hoteltoscanini.it</a>	4*	€ 100,00	€ 120,00	€ 160,00
<b>Savoy Hotel</b> <a href="http://www.savoyparma.it">www.savoyparma.it</a>	4*	/	€ 110,00	/
<b>Astoria Executive Hotel</b> <a href="http://www.astoriaexecutivehotel.it">www.astoriaexecutivehotel.it</a>	3*	/	€ 105,00	€ 130,00
<b>Century Hotel</b> <a href="http://www.centuryhotel.it">www.centuryhotel.it</a>	3*	€ 80,00	€ 95,00	€ 110,00
<b>Booking fee for hotel reservation</b>	<b>€ 15,00</b>			
<i>All rates are per room, per night, breakfast and taxes included. The first come, first served standard will be applied.</i>				

### HOTEL CANCELLATIONS

Reservation changes will only be possible before the hotel voucher has been sent. After that, *Sistema Congressi* reserves the right to charge additional **€ 25,00** for reservation changes.

No-shows might be charged for the entire stay, depending on the hotel cancellation policy.

## ◆ PAYMENT

Registration fees must be paid in Euro to *Sistema Congressi* by **credit card** (Visa, Mastercard and Maestro) or **bank transfer**. On-line payments are secured by Secure Socket Layer (SSL).

*If you choose to pay by **bank transfer**:*

Bank transfer made out to "Sistema Congressi S.r.l."

Bank name: Cassa di Risparmio del Veneto, Agenzia n. 7, Padova, Italy

Account n°: 07400470028S

ABI: 06225

CAB: 12107

CIN: R

Swift Address: IBSPIT2P

International Bank Account Number: IT86R062251210707400470028S

**Please specify title of the Conference (ICMFF9), your name and family name as a description of payment. Please note that all bank charges must be covered by remitter.**

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.

**PLEASE NOTE THAT REGISTRATION BECOMES EFFECTIVE ONLY WHEN PAYMENT IS RECEIVED. Once we receive your payment, an invoice will be issued (for any fee paid) and sent to your address by ordinary mail.**

### **Registration Cancellation Policy and Refunds**

Cancellation must be always confirmed in writing: please do not forget to include your bank information. Refund of fees, less Euro 75,00 for administrative charge, will be made for cancellations received before **30th April, 2010**. After this date, no refunds will be possible. Refunds will be paid after the Conference.



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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.

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.