

Registration

Last Updated Friday, 08 January 2010

All participants are kindly asked to fill in electronic registration form to register to the conference as well as for accommodation reservations, social programme, excursions and shuttle service from Tallinn to Tartu. **ONLINE REGISTRATION FORM**

Registration Fees	Early registration fee	
(until April 10, 2010)	Late registration fee	Registration Fee for participants from ICASE member organisations attending the General Assembly as official delegates
		320 EUR
		Not available
Registration Fee for groups (minimum 5) registering at the same time (registration may be affected individually) and notifying the conference secretariat by e-mail of the group leader (group contact person)		320 EUR
Not available	Registration Fee for participants from ICASE member organisations in less developed countries (countries as defined by UNESCO) whether coming as a group, or individually	320 EUR
		Not available
Registration Fee	350 EUR	400 EUR
EUR	Conference Dinner	50 EUR
		50 EUR
		Registration fee includes: Admission to the scientific sessions
		Conference materials
		Coffee breaks and lunches
		Welcome Reception
		Accompanying person's fee includes: Welcome Reception
		Coffee breaks and lunches
		Accommodation

Please use the online registration form to make your accommodation reservation and indicate your hotel and room preference. Conference Secretariat will confirm your reservation by e-mail; payment for the hotel will be handled according to that confirmation. Please note that a special price has been negotiated for your benefit. Special price is valid only if paid full in advance to the Congress Secretariat by April 30, 2010. Given the fact that the number of rooms available in individual hotels is limited, the accommodation will be allocated on a first come - first served basis. In case the room and/or hotel you have chosen is not available, the Conference Secretariat will contact you to make an alternative suggestion. Please note that a reservation fee in amount of 10 EUR will be added to your reservation per person (except for accompanying persons sharing a room with a participant). Terms of Payment Registration fee must be paid in advance to the Conference Secretariat by bank transfer or by credit card. Please mark the preferred form of payment on your registration form. Upon receipt of the registration form the Conference Secretariat will confirm your registration and bookings via e-mail. Payment of the registration and accommodation fee must be submitted in advance according to the confirmation letter. Note: Please be sure that all the bank-processing costs are borne by the remitter and the full amount is received; the organisers will not accept such processing costs. In order to guarantee your registration, all fees should be paid in advance i.e. before the Conference, by April 30, 2010 at the latest. After this date all registrations being not guaranteed with a respective payment will be cancelled. Cancellation and Changes All changes and cancellations must be submitted in writing to the Conference Secretariat: conference@frens.ee. Conference Secretariat will confirm the cancellation in writing. Registration fees will be refunded in case the cancellation is made before April 10, 2010. For cancellations received on or before April 30, 2010: refund of 50% of the participation fee minus bank charges. There will be no refund for cancellation made after April 30, 2010. In all cases, payment-handling costs will be deducted from the amount of refund. All refunds will be processed after the Conference. Accommodation reservations can be cancelled or changed before April 30, 2010. In case of cancellations or changes after the given date or no-shows, there may be penalty fees by the hotels, which will be borne by the participant. Please note that the reservation fee 10 EUR will be deducted from the full amount. In all cases the payment handling costs will be deducted from the amount of refund. All refunds will be processed after the Conference.