REGISTRATION

**Only one person can register on one form. Please complete the form with CAPITAL LETTERS and send it to the following email address: info@regio10.hu**

**I. PERSONAL DATA**

Prof. □ Dr. □ Name: ……………………………………………………………………………………………………………………

Address: Workplace □ Home □

Post Code: ………………………. City: ……………………………………………………………………………………………………………………

Address (street, house number): …………………………………………………………………………………………………………………

Phone: E-mail: ……………………………………………………………………………………………………………………

**II. REGSTRATION FEE**

|  |  |  |
| --- | --- | --- |
| **LECTURER** | ❒ | **free** |
| **ACCOMPANYING \*\*** | ❒ | 10.000 HUF |

**Accompanying:** Prof. □ Dr. □ Name:

**\*\*** Accompanying registration fee includes:**:** VAT, participation in scientific programs, program fires, summaries of lectures and participation in coffee breaks, lunch on Thuesday and Wednesday, dinner on Monday evening and gala dinner on Thuesday – the registration fees include conveyed catering services (**10.500 HUF**)

Accommodation for the Escort is payable separately, but individual request, upon request, a further discount for the conference

(50% occupancy)

**III. LANGUAGE OF PRESENTATION**

 (place **X** in the appropriate squares)

|  |  |
| --- | --- |
| **Hungary** | ❒ |
| **English**  | ❒ |
| **Deutsch**  | ❒ |
| **Laptop and projector required for my presentation** | ❒ |
| **My presentation will be presented as a powerpoint (ppt) presentation** | ❒ |
| **I will give my presentation in person** | ❒ |
| **I cannot give my presentation in person, I will send you video material** | ❒ |

**IV. SOCIAL PROGRAMS**

*Please note! We cannot accept applications for the social programs on site!*

*The fees include the VAT and conveyed catering services.*

|  |  |  |
| --- | --- | --- |
| 2022. August 23.  | Lunch *(For registered person Free)* | ❒ |
| 2022. August 23. | Dinner *(For registered person Free)* | ❒ |
| 2022. August 24. | Lunch *(For registered person Free)*   | ❒ |
| 2022. August 24. | Concert (Assumption Church - Cathedral) | ❒ |
| 2022. August 24. | Holy Mass (Votive Church-Dome) | ❒ |
| 2022. August 24. | Reception *(For registered person Free)* | ❒ |
| 2022. August 25. | Lunch *(For registered person Free)* | ❒ |

**Type of meals:**

□ Traditional □ Vegetarian □ Gluten free □ Lactose free

□ Other: ……………………………………………………………………………………………………………………

**V. ACCOMMODATION**

The rooms are filled according to the order of application.

The fees include: VAT and tourist tax.

They do not include: any paid hotel services, e.g. telephone, minibar, parking, etc. For these services you need to pay for at the hotel on site. In case of individual needs (extra nights, multiple/other room types, etc.) please contact the conference organizing office (“Régió-10” Ltd.)

□ - I do not need accommodation.

□ - I need accommodation in the following hotel(s).

On request, besides the listed categories, we can provide accommodation in 3 and 4 star hotels in the downtown area, which will be sent in writing by sending the application form! (Pl.: SZAB Székház)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Nights:***  | **August. 23.** | **August. 24.** | **Order** |
| **Szeminárium (**Dóm sgr. 5.)**:**  | ❒ | ❒ | ❒ |
| **SZAB Headquarters / Academy** (Somogyi street 7.) | ❒ | ❒ | ❒ |
| **ART Hotel** (Somogyi street 6.) | ❒ | ❒ |  ❒ |

|  |  |  |
| --- | --- | --- |
| **I share my room with:** | □ - an accompanying person | □ - another participant |

**Name of roommate:** ……………………………………………………………………………………………………………………

If you would like to book for a longer period of time please send an e-mail to the address info@regio10.hu.

Accommodation for the Escort is payable separately, but individual request, upon request, a further discount for the conference (50% occupancy)

**VI. TRANSFER:**

❒ I am not demanding.

❒ I demand:

Arrival (date, place):

Departure (date, place):

**VII. PAYMENT METHOD:**

□ I need an invoice to the following name and address

 **Name:** ……………………………………………………………………………………………………………………

 **Address:** ……………………………………………………………………………………………………………………

 **VAT number\*:** ……………………………………………………………………………………………………………………

 **Contact person:** ……………………………………………………………………………………………………………………

 **Email address of contact person:** ……………………………………………………………………………………………………………………

**\* From 1 January 2019, VAT number is mandatory for all legal entities** (L*TD, LP, Foundation, Association, University, Self-employed persons*). **Without the VAT number we cannot issue an invoice.**

□ I need an invoice made out to the details given in the personal data section

**VIII.** **PAYMENT INFORMATION & CANCELLATIONS:**

*Confirmation and invoices:*

After sending your registration you will receive a confirmation via e-mail within 10 days. If your registration fee and/or other expenses of your participation will be covered by a firm or sponsor, please kindly state the exact name and address of the company in your registration form (billing name, billing address, VAT number fields). Please note, that as per the new legislation of taxes in Hungary, you need to pay the tax of the food and beverages services separately which the conference organizing office will include in your participation fee and state on your invoice.

After receiving your confirmation we will send a prepayment request. Please note, we can only state the name of the bank account holder on the proforma invoices. If the name of the bank account holder is different from the name of the sponsor or representative who covers the expenses, we will send the invoice with the name of the bank account holder to follow the Hungarian Accounting Rules. We ask for your kind understanding on this matter. We will send the final invoice after the event by regular post.

*Cancellation and amendments:*

Please kindly note that we can accept cancellation and amendments only in written form by e-mail or official letter only

*Deadlines:*

Cancellation and amendments of accommodation: Cancellation and amendments of registration after 21st Julius 2022 – total accommodation and social programs fees and an additional 6.350.- Ft administration cost will be charged per each.
In case of no show – no refund will be made.

Cancellation and amendments of registration and social programs: 15th August 2022

In case of no show – full cost of accommodation and social programs and an additional 6 350 HUF administration cost will be charged.

In case of double or other over payments we transfer the amount after the conference.

Liability and other insurance:

The registration fees of the conference do not include accident, health, baggage and liability insurance fees. Thus, in the event of an accident, illness or incident, the organizers are not responsible for anything or shall not pay any compensation.

**Please note that we are not responsible for the caused bank transfer costs in case of transfer from abroad!**

**By signing, I certify that I have read and accepted the “Régió-10” Ltd.’s Privacy Policy:** <http://www.regio10.hu>.

**By signing, I confirm that I order the services indicated on the registration form, pay for them and accept the cancellation terms. Sending back the registration form is a financial commitment.**

**By signing, I acknowledge that photos and/or video recordings may be made at the event, which the Régió-10 Kft. use for promotional purposes.**

|  |  |
| --- | --- |
| **Date:** ……………………………………………………………………. | **Signature:**………………………………………………………………….. |