

Conceptual and Technical Challenges for Quantum Gravity 2014

INFORMATION NOTE

REGISTRATION

In order to register to the **Conceptual and Technical Challenges for Quantum Gravity 2014**

please fill in the online form.

Deadlines for online registration: **EARLY BIRD FEE, July 15th 2014, at midnight (CEST);
FINAL DEADLINE, September 2th 2014 at midnight (CEST)**

Please note that the registration fees differ according to the following criteria:

- ❖ **Early registration**
- ❖ **Late registration**

- **Student (and junior postdoc) fee**
- **Senior fee**
- **Extra fee (social dinner and lunch boxes included)**

ATTENTION!!!

BEFORE STARTING THE REGISTRATION PROCESS YOU SHOULD KNOW THAT:

The amount is to be intended in euros and includes VAT:

	On line payment	
	Until June (before July 15 th , 2014, at midnight CEST)	After July 15 th
Standard Senior	€ 200	€ 250
Standard Student	€ 140	€ 190
Senior Extra	€ 300	€ 350

- **CANCELLATION POLICY** REGARDING THE REGISTRATION FEES

All cancellations of registration fees must be made in writing and sent to Symposia to the following e-mail address: quantumgravity2014@grupposymposia.it

1. Before July 15th, 2014 (at midnight CEST), the total amount will be refunded. Please note that in case of bank transfer, participants will be charged bank fees.
2. From July 15th to September 2nd, 2014 (at midnight CEST) , only 80% of the total amount will be refunded. 20% will be withheld by Symposia for administrative purposes.
3. After the deadline of September 2nd, 2014 (at midnight CEST) , no refund will be possible.

All cancellations must be sent in writing to Symposia at the email address quantumgravity2014@grupposymposia.it

- **MAXIMUM TIME AVAILABLE TO FILL IN THE REGISTRATION FORM: 20 MINUTES.**

If you exceed the maximum time available, you will need to fill in the form again.

- **Please note that you will be able to access again your registration form after completing the process, to buy in the events section more conference gala dinner or lunch box or tours.**

- **YOU WILL BE ASKED TO PROVIDE PRECISE INVOICING DATA:**

The invoice data you will provide during the registration process are the data that will be effectively used for the invoice. If your registration fee will be covered by your University/Company/Institution, you must provide the Secretariat with the correct details (please do not forget the VAT number).

You can ask for an invoice VAT excluded if your University/Company/Institution belongs to an INTRASTAT Country; again, in order to do that you will be asked its VAT number (the Secretariat will not accept requests of VAT reimbursement).

- **THE INVOICE PROCESS WILL BE AS FOLLOWS:**

The Secretariat **will not issue any pro-forma invoice** (except for very particular cases which will be discussed with the Local Organizing Committee);

Invoices will be sent after the Secretariat receives and registers the due payment.

In case you pay by credit card, please note that you will be charged 4% credit card commissions. This commission will be separately invoiced (without VAT).

- **THE REFUND PROCESS WILL BE AS FOLLOWS:**

Refunds will be made by the Organising Secretariat starting from 2 months after the beginning of the conference.

You will be charged € 10 as a bank commission expense.

- **PAYMENT OF REGISTRATION FEES AND/OR EVENTS**

Payments can be made by credit card or bank transfer.

Should you pay by bank transfer, please note that Symposia accepts direct bank-to-bank transfer only.

Please find below our bank details:

Holder of account:

Symposia srl

Via Augusto Riboty, 21
00136 Roma, Italy

Beneficiare bank address: **Banca Intesa - Viale delle Medaglie d'Oro, 145 00136 Roma**

Account Number: **100000004627**

International bank coordinates (IBAN): **IT 86 Y 03069 03215 100000004627**

Bank Identifier Code (BIC): **BCITITMM**

Transfer type: **OUR (Costs entirely paid by Sender)**

Reason for payment: **Name of the participant + quantum gravity2014**

Please send copy of your bank transfer to Symposia by fax to the number: 0039 06

39725541 or to the following e-mail address: quantumgravity2014@grupposymposia.it

DATA PROTECTION AND PRIVACY

All information is stored in our database according to the Italian Law 196/2003 (and following modifications) concerning the protection of personal data. These data will not be communicated or disclosed to third parties.

