



European Organization for Nuclear Research
Organisation européenne pour la recherche nucléaire



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August 28th, 2024

Dear Applicant,

Thank you for your application to attend our CAS course on “Advanced Accelerator Physics” to be held in Spa (Belgium) from 10th of November – 22nd of November 2024.

We are pleased to inform you that a place has been reserved for you:

- a room with full board, starting with an evening meal on Sunday, the 10th of November 2024 and finishing with breakfast on Friday, the 22nd of November 2024. Once your participation is confirmed, CAS will do the necessary booking of the hotel for you.

For information on the hotel, how to arrive to Spa, how to travel to the hotel and further local information, please check regularly the information on our website:

<https://indico.cern.ch/event/1380440/>.

You are now requested to pay your registration fee of:

- 3100 CHF for a single room
- 2500 CHF for a shared twin room.

The above amount includes the course fee, accommodation, full board (breakfasts, lunches, dinners, coffee breaks) and all events throughout the course. It does NOT include travel expenses.

This payment has to be issued to CERN **as soon as possible** not later than **4th of September 2024**. The date, when the money was sent to CERN will be taken as reference, not when CERN receives the money. For organisational reasons and internal delays, please send us a proof of payment. As soon as we receive proof of payment of the registration fee, we will confirm your participation.

Please make the complete payment by bank transfer (NB we are not able to accept credit cards) to the CERN Accelerator School's bank account at UBS SA, Geneva:

Account Holder: CERN Accelerator School
Account Number: 240-FP102816.2
IBAN: CH47 0024 0240 FP10 2816 2
SWIFT: UBSWCHZH80A

The deadline for payment is the 4th of September 2024. This deadline is very important, since not having paid by that date, we reserve the right of excluding you from participation in the school. The fundamental reason behind this rigid approach is our contract with the hotel. Any cancellation of rooms after **the 4th of September 2024** will have to be paid by CAS. **So, please start the payment process at your home institute as soon as possible**, according to our experience this always takes more time than anticipated. If your Institution or Company needs **the invoice**, please contact the CAS

Secretariat (accelerator.school@cern.ch) **before the payment** (NO invoice will be provided after the transfer of money).

Please inform your bank that any charges should be taken from your account, not ours. For identification purposes, please make sure that **"your name"** + CAS code **"10897"** are clearly marked on the transfer instructions and that you make the transfer to the above account and not any other general CERN account.

Furthermore, we ask you to note that the CERN insurance does not cover non-CERN participants for medical, accident, third-part liability, and repatriation during the course. In order to avoid any unpleasant surprises, we therefore ask you to please make sure that you are adequately covered either privately or by your institute.

For this reason, I attach an acceptance form, which we need returned by you as soon as possible as scanned image by email. Not having received this acceptance form, we reserve the right to exclude you from participation in the CAS course.

With your signature on that acceptance form, you will confirm that you have a valid insurance scheme as mentioned above.

If there are any changes to your participation, you need to inform us without delay, since without further notice we will charge the course fee.

Please address all further correspondence to: accelerator.school@cern.ch.

We look forward to seeing you in Spa.

With kind regards,

A handwritten signature in blue ink, appearing to read 'Frank Tecker', with a stylized flourish at the end.

Dr. Frank Tecker, Head of the CERN Accelerator School