**Registration**

**CONGRESS SECRETARIAT**

**GUARANT International, spol. s r.o.**  
Na Pankráci 17  
140 21 Prague 4  
Czech Republic

Phone: +420 284 001 444  
Fax: +420 284 001 448  
E-mail: [eacmfs2014@guarant.cz](mailto:eacmfs2014@guarant.cz)

**HOW TO REGISTER**

To register for the Congress, please fill in the [**ON-LINE REGISTRATION FORM**](http://www.eacmfs2014.com/en/congress-registration)

Please note that the on-line Registration Form is only accessible with a password. Simply fill in the Personal Data Form and a password will be sent to you. Your password is the same for all on-line forms.

Upon receipt of the Registration Form and the payment, a Letter of Confirmation will be sent to the participants. Please present the Letter of Confirmation at the Registration desk at the Congress venue to pick up your materials.

Early registration fees will only be confirmed if the registration form and the payment are received by the Congress Secretariat **by May 31, 2014**.

Registration forms received **after September 15, 2014** will not be accepted as pre-registration. Please do not send any registration forms or payments after that date. You will have the possibility to register in the Congress Venue. The on-site registration will be available **from September 23, 2014**.

All participants will receive the Letter of Confirmation within three working days via e-mail or fax after the submission of their registration form.

**VISA REQUIREMENTS**

Invitation letters for visa purposes can only be sent to participants who have completed the registration process. Further information regarding visa requirements can be found [HERE](http://www.eacmfs2014.com/?download=_/reg/passport-and-visa-requirements.pdf).

**REGISTRATION FEES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Early fee until 31 May 2014** | **Late fee until 31 August 2014** | **On site fee after 31 August 2014** |
| **EACMFS member fee** | € 666 | € 787 | € 908 |
| **Non-member** | € 787 | € 908 | € 1 029 |
| **EACMFS trainees** \* | € 303 | € 363 | € 424 |
| **Non-member trainees** \* | € 399 | € 460 | € 520 |
| **Masterclass** | € 61 | € 61 | € 61 |
| **Accompanying person** | € 145 | € 145 | € 145 |

\* letter from the supervisor must be provided

**The prices are in EUR (€) and include Czech VAT (21%).**

**The registration fee includes**

* Attendance at all Congress Scientific Sessions (except Masterclasses)
* Participation in Opening Ceremony, Presidential Reception and Closing Ceremony
* Admission to the Exhibition Area
* Congress materials, Proceedings, Final Programme
* Coffee breaks and lunches
* Certificate of attendance

**The registration fee for trainees includes**

* Attendance at the John Lowry Education Session
* Admission to the Trainees Party
* Attendance at all Congress Scientific Sessions (except Masterclasses)
* Participation in Opening Ceremony, Presidential Reception and Closing Ceremony
* Admission to the Exhibition Area
* Congress materials, Proceedings, Final Programme
* Coffee breaks and lunches
* Certificate of attendance

**The registration fee for an accompanying person includes**

* Participation in Opening Ceremony, Presidential Reception and Closing Ceremony
* Half day walking tour of Prague on Wednesday, September 24 from 10:00-13:00
* Full day excursion by bus to the spa town of Karlovy Vary and Moser glass factory on Thursday, September 25 from 8:30 to 18:30

**Masterclass registrations**

* Specialised masterclasses will be held on each morning of the congress. Masterclass registrations can be made online from March 2014. The registration fee includes entrance to one masterclass of your choice only. Up to 5 masterclasses will be available every day.

**CANCELLATIONS AND REFUNDS**

The Congress Secretariat must be notified in writing by e-mail [eacmfs2014@guarant.cz](mailto:eacmfs2014@guarant.cz) or fax +420 284 001 448 about the cancellation of the registration. Telephone cancellation will not be accepted. The appropriate refunds will be made after the Congress.

**The following cancellation conditions apply**

|  |  |
| --- | --- |
| **Cancellation received** | **Refund** |
| before July 20, 2014 | full refund of the registration fee less 30 EUR handling fee |
| July 21 - August 17, 2014 | 50 % of the registration fee |
| from August 18, 2014 | no refund |

**Name change (for groups only)**

If you should be prevented from attending, you will be given the opportunity to send a colleague in your place. Name changes should be notified in writing to Congress Secretariat.

A handling fee of 20 EUR will be charged for each name change.

**METHODS OF PAYMENT**

**Registration fees must be paid in EUR by one of the following methods:**

**1. Credit Card**

For payments through the [Online Payment System](http://www.eacmfs2014.com/en/congress-registration) only **MasterCard/Eurocard**, **Visa** and **Diners Club** credit cards are accepted. These payments will be charged in EUR.

For payments using **American Express** credit cards please complete the [Credit Card Payment Authorization Form](http://www.eacmfs2014.com/?download=_/reg/eacmfs-2014-authorisation-form.docx) and kindly send it signed by a card holder to the Congress Secretariat by fax (+420 284 001 448) not via e-mail for security reasons. The payment will be charged in local currency – Czech crowns (CZK) – at the exchange rate of the [Czech National Bank](http://www.cnb.cz/en/financial_markets/foreign_exchange_market/exchange_rate_fixing/daily.jsp) valid on the date of payment. The approximate exchange rate is 1 EUR = 27.50 CZK (December 2013).

[Credit Card Payment Authorization Form](http://www.eacmfs2014.com/?download=_/reg/eacmfs-2014-authorisation-form.docx) can also be used for **MasterCard/Eurocard**, **Visa** (will be charged in EUR) and **Diners Club** (will be charged in CZK).

**2. Bank Transfer**

Please note that payments by bank transfer will only be **accepted by September 7, 2014**. After this date only payments by credit cards will be accepted (either by using the [Online Payment System](http://www.eacmfs2014.com/en/congress-registration) or by submitting the [Credit Card Payment Authorization Form](http://www.eacmfs2014.com/?download=_/reg/eacmfs-2014-authorisation-form.docx) as mentioned above).

|  |  |
| --- | --- |
| **Bank name** | Ceskoslovenska obchodni banka |
| **Bank address** | Na Príkope 18, 110 00 Prague 1, Czech Republic |
| **SWIFT/BIC** | CEKOCZPP |
| **Account name** | GUARANT International spol. s r. o. |
| **Account number** | 478533893/0300 |
| **IBAN** | CZ69 0300 0000 0004 7853 3893 |
| Details of payment | EACMFS 2014 and participant's name\* |

\*The participant's name should be clearly legible otherwise the payment cannot be identified.

**All payments made by bank transfer have to be net of all bank charges. The payer pays the bank charges of their bank, and the beneficiary pays the charges of their bank, if any.**