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 number:** ………………..

**E-mail:** ………………………………………

**II. REGSTRATION FEE**

|  |  |  |
| --- | --- | --- |
| **LECTURER** | ❒ | **free** |
| **ACCOMPANYING \*\*** | ❒ | 15.000 HUF |

**Accompanying:** Prof. □ Dr. □ Name:

**\*\*** Accompanying registration fee includes: VAT, participation in scientific programs, program fires, summaries of lectures and participation in coffee breaks, lunches, dinner on Monday evening and gala dinner on Thuesday – the registration fees include conveyed catering services (**15.000 HUF**)

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

(50% occupancy). The accommodation fee at the Szeminárium is 4.000 HUF/person/night.

**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.*

|  |  |  |
| --- | --- | --- |
| 2024. August 26. | Lunch *(For registered lecturer Free)* | ❒ |
| 2024. August 26. | Dinner *(For registered lecturer Free)* | ❒ |
| 2024. August 27. | Lunch *(For registered lecturer Free)* | ❒ |
| 2024. August 27. | Concert (Assumption Church - Cathedral) | ❒ |
| 2024. August 27. | Holy Mass (Votive Church-Dome) | ❒ |
| 2024. August 27. | Reception *(For registered lecturer Free)* | ❒ |
| 2024. August 28. | Lunch *(For registered lecturer 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.

Attention! Accommodation is limited, so we may only be able to offer free accommodation to our speakers if they agree to stay in a double room with another participant.

Accommodation is available for speakers at the Szeminárium free of charge, with a limited number of places available.

Breakfast will be provided in the Seminar restaurant.

|  |  |  |
| --- | --- | --- |
| ***Nights:*** | **August. 26.** | **August. 27.** |
| **Szeminárium (**Dóm sgr. 5.)**:** | ❒ | ❒ |

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

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

**Accommodation for the Escort is payable separately**, but individual request, upon request, a further discount for the conference (50% occupancy). The accommodation fee at the Szeminárium is 4.000 HUF/person/night.

*Optional accommodation:*

|  |  |  |  |
| --- | --- | --- | --- |
| **SZAB Székház – costes covers by the participant** | **Prices** | **August. 26.** | **August. 27.** |
| ***Single room with breakfast*** | 25.000 HUF/night/room | ❒ | ❒ |
| ***Double room with breakfast for 2 persons*** | 32.000 HUF/night/room | ❒ | ❒ |
| **I share my room with:** | □ - an accompanying person | □ - another participant |

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

*The prices for accommodation reservations include the 5% VAT and the tourist tax (IFA - HUF 500 per person per night) as defined by the current legislation. However, they do not include any services that are available at the hotel for a fee, such as telephone, minibar, parking, air conditioning in some cases, etc.*

*If you require these services, please pay for them on the spot at the hotel.*

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

**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:**

Confirmation will be sent by e-mail to the participant and the cost bearer together with the fee request form for payment after the application has been processed, but within 10 working days of the application.

The bank details for the payment and the reference number to be indicated in the communication box will also be sent on the fee claim form.

If your costs are paid in whole or in part by your employer or sponsor, please indicate the billing name and address accurately on the application form and provide a contact person and contact details for the cost bearer!

After payment, we will issue an invoice based on the bank statement and send it electronically to the name and address of the payer/sponsor.

Attention! Invoices will be issued to the cost bearer indicated on the registration and fee application form.

After the transfer, if an advance invoice is made, the final invoice will also be issued to the name of the cost bearer indicated in the registration. After the event, we will issue a final invoice using the advance invoices and send it electronically to the name and address of the payer or sponsor.

When transferring from abroad, the foreign bank charges are borne by the transferring party, and if the bank charges are deducted from the amount transferred, they will be shown as an amount payable when the final invoice is issued.

Payment by cheque (yellow and pink) and transfer by post are not possible!

In the case of remote receipts sent to an e-mail address ending in @gmail.com, they can also be sent to the map-packages PROMOTIONS and/or SURPLUSES.

By confirming the registration form, a contract is concluded between the Customer and the Service Provider, whereby the Service Provider undertakes to perform the services confirmed and the Customer undertakes to pay the financial amount for the services in the manner and at the time indicated on the confirmation and the fee request sent by e-mail.

Any individual billing requests should be made in writing to "RÉGIÓ-10" Ltd. at the time of registration or no later than the day before the event is due to take place (the last day of the event).

We are unable to accept requests for invoices by telephone or other verbal means, and will only accept requests sent by e-mail or post.

Final invoices issued after the event has been completed (date of completion is the last day of the event) can only be cancelled and a new invoice issued upon formal request (indicating EXACTLY or NOT EXACTLY e.g.: company identification numbers, PO numbers, splitting of costs for company and sponsored participants, separate invoices per participant, per unit, separate invoices for ordered services) and after payment of an administration fee of HUF 5.000 + VAT.

The payment deadline for the new invoice is 8 days from the date of issue of the new invoice.

It is possible to cancel an invoice and issue a new invoice without reimbursement in the case of invoices issued due to an administrative error by "RÉGIÓ-10" Ltd.

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

**PAYMENT DEADLINE:**

The participation fee and the ordered service(s) are payable on the basis of the fee request sent after the application, by the indicated payment deadline (due date), to the bank account number indicated thereon.

**CONDITIONS OF APPLICATION AND TRANSFER:**

In all cases, registration and/or cancellation of the service(s) ordered must be notified in writing to "RÉGIÓ-10" Ltd. Cancellations made by telephone or other verbal means will not be accepted, only cancellations sent by e-mail or post will be accepted. In the case of cancellation by post, the date of cancellation will be accepted on the basis of the date of posting of the postal consignment.

Refunds of fees paid are possible in the following cases:

a. Accommodation:

Deadline for cancellation without penalty and free of charge: **16 August 2024**. In case of cancellation after the deadline, the hotel will not refund the cost of the accommodation and the full value of the service ordered will be charged.

b. Registration and social programmes:

Changes and cancellation deadline for social programmes (lunch, dinner) free of charge **16 August 2024.**

Cancellations after this deadline will be charged the full value of the services ordered.

Refunds of amounts paid:In the case of cancellations before the penalty-free cancellation deadline, refunds of amounts already paid, as well as refunds due to incorrect or double payments, will be refunded within 30 days of the end of the event. Refunds can only be made to the bank account of the person or company who paid, after deduction of the bank charges payable to our office. Absence without cancellation (NO SHOW): The organisers will do their utmost to ensure a successful event. Please note that orders for services, printing materials, accommodation and meals required for the organisation of the event cannot be changed by the organisers after the deadline. For this reason, the organisers cannot waive the payment by the customer of hotel rooms, meals or cancellation fees ordered but not used.

Liability and other insurance: The published participation and other fees for the event do not include accident, illness, baggage and liability insurance. Therefore, in the event of accident, illness or damage, the organisers are unable to accept any liability or compensation

By signing this form, I confirm that I have ordered the services indicated on the application form, that I have paid for them and that I accept the cancellation conditions. The return of the application form constitutes a financial commitment.

The "Régio-10" Ltd. has a data management information policy, which can be consulted at: <http://www.regio10.hu>. By signing this document, I declare that I have read and accept the data management information of "Régió-10" Ltd. and by providing my data, I agree to receive information and newsletters from "Régió-10" Ltd. in the future by e-mail regarding its training courses and events.

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