

## REGISTRATION

### PARTICIPANT REGISTRATION FEE

Fees are in Euros (€) - V.A.T. 20% included. Invoice will be issued for any fee paid.

	Full Week	Daily Rate
<b>Early Registration</b> Until 31/05/07	€ 400,00	€ 200,00
<b>Registration</b> From 01/06/07 to 10/08/07 and on SITE	€ 470,00	€ 235,00
<b>Free Registration</b> <i>Only for participants who had the registration fee waived by the Organizers</i>	€ 0,00	€ 0,00
<b>SOCIAL DINNER</b> Thursday 30 August 2007	€ 60,00	

The Participant registration fee includes:

- Access to all sessions, exhibition and poster area;
- Conference kit including bag and conference documentation;
- All coffee breaks (no lunch is included)
- Welcome Party on Monday 27<sup>th</sup>, August 2007

Registration will only be processed if received **before 10/08/07**.

After this date, only on site registration will be allowed.

Please note that in this case, the conference kit and participation to Social Dinner cannot be guaranteed.

### ACCOMPANYING PERSONS

Registration for accompanying persons will be available from the end of March.

#### FOR ITALIAN CITIZENS ONLY – Solo per cittadini Italiani

*Nota per i dipendenti di Enti Pubblici*

Le Pubbliche Amministrazioni che iscriveranno i propri dipendenti, per poter usufruire dell'esenzione IVA ai sensi dell'art. 10 del DPR 633/72 - come modificato dall'art.14, comma 10 della legge 24 dicembre 1993, n. 537 - dovranno inviare via fax (049 651320), unitamente alla stampa dell'e-mail di riepilogo dell'iscrizione, una dichiarazione (contenente tutti i dati fiscali dell'Ente, nome del dipendente e titolo del congresso) in cui si specifichi che il partecipante per cui viene pagata la quota d'iscrizione è un loro dipendente autorizzato a frequentare l'evento.

Si accettano anche autocertificazioni, con documento di identità allegato, contenenti le stesse informazioni

La fattura verrà così intestata all'Ente di appartenenza.

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**Questa procedura è da ritenersi valida anche per i dipendenti Co.Co.Co. e altri simili (Ris. Min. n. 15E del 11/02/1998).**

Non verranno accettate richieste di modifica delle fatture già emesse o di rimborso dell'IVA versata.

### CANCELLATION POLICY AND REFUNDS

Cancellation must be always confirmed in writing: don't forget to include all your bank's information.

Refund of fees, less € 25,00 for administrative charge, will be made for cancellations received **before 17/07/07**.

After this date, no refunds will be possible. Refunds will be paid after the Conference.

## HOTEL ACCOMMODATION

Participants can make hotel reservations by contacting the hotels in Venice directly or by using the hotel booking service provided by the Organizing Secretariat (SISTEMA CONGRESSI).

### LIST OF HOTELS

#### Single room < 90 euros - Double room < 130 euros

HOTEL	WEB SITE	EMAIL	PHONE N.
ISTITUTO CILIOTA	<a href="http://www.ciliota.it">www.ciliota.it</a>	<a href="mailto:info@ciliota.it">info@ciliota.it</a>	0039 0415204888
ISTITUTO ARTIGIANELLI	<a href="http://www.donorione-venezia.it">www.donorione-venezia.it</a>	<a href="mailto:info@donorione-venezia.it">info@donorione-venezia.it</a>	0039 0415224077
DOMUS CAVANIS	<a href="http://www.cavanis.org">www.cavanis.org</a>	<a href="mailto:domus@cavanis.it">domus@cavanis.it</a>	0039 0415287374
HOTEL BELLE ARTI	<a href="http://www.hotelbellearti.com">www.hotelbellearti.com</a>	<a href="mailto:info@hotelbellearti.com">info@hotelbellearti.com</a>	0039 0415226230
ALCYONE HOTEL	<i>no website</i>	<a href="mailto:info@hotelbellearti.com">info@hotelbellearti.com</a>	0039 0415212508
HOTEL BELLE EPOQUE	<a href="http://www.hotelbelleepoque.it">www.hotelbelleepoque.it</a>	<a href="mailto:info@hotelbelleepoque.it">info@hotelbelleepoque.it</a>	0039 0412440004
CA MARIA ADELE	<a href="http://www.camariaadele.it">www.camariaadele.it</a>	<a href="mailto:info@camariaadele.it">info@camariaadele.it</a>	0039 041 5203078
PALAZZO GUARDI	<a href="http://www.palazzoguardivenice.com">www.palazzoguardivenice.com</a>	<a href="mailto:info@palazzoguardivenice.com">info@palazzoguardivenice.com</a>	0039 041 2960725
HOTEL AGLI ALBORETTI	<a href="http://www.aglialboretti.com">www.aglialboretti.com</a>	<a href="mailto:info@aglialboretti.com">info@aglialboretti.com</a>	0039 041 5230058
LOCANDA CA' ZOSE	<a href="http://www.hotelcazose.com">www.hotelcazose.com</a>	<a href="mailto:info@hotelcazose.it">info@hotelcazose.it</a>	0039 041 5226635
HOTEL PAUSANIA	<a href="http://www.hotelpausania.it">www.hotelpausania.it</a>	<a href="mailto:info@hotelpausania.it">info@hotelpausania.it</a>	0039 041 5222083
PENSIONE ACCADEMIA	<a href="http://www.pensioneaccademia.it">www.pensioneaccademia.it</a>	<a href="mailto:info@pensioneaccademia.it">info@pensioneaccademia.it</a>	0039 041 5210188
HOTEL AMERICAN DINESEN	<a href="http://www.hotelamerican.net">www.hotelamerican.net</a>	<a href="mailto:reception@hotelamerican.net">reception@hotelamerican.net</a>	0039 041 5204733
HOTEL PANTALON	<a href="http://www.hotelpantalon.com">www.hotelpantalon.com</a>	<a href="mailto:info@hotelpantalon.com">info@hotelpantalon.com</a>	0039 041 710896
PENSIONE LA CALCINA	<a href="http://www.lacalcina.com">www.lacalcina.com</a>	<a href="mailto:info@lacalcina.com">info@lacalcina.com</a>	0039 041 5206466
LOCANDA CA' DEL BROCCHI	<a href="http://www.cadelbrocchi.com">www.cadelbrocchi.com</a>	<a href="mailto:locanda@cadelbrocchi.com">locanda@cadelbrocchi.com</a>	0039 041 5226989
CA' SAN VIO	<a href="http://www.casanvio.com">www.casanvio.com</a>	<a href="mailto:info@casanvio.com">info@casanvio.com</a>	0039 041 2413513
CA' CENTOPIETRE	<a href="http://www.centopietre.net">www.centopietre.net</a>	<a href="mailto:info@centopietre.net">info@centopietre.net</a>	0039 041 2960838

#### Single and Double rooms > 130 euros

HOTEL	WEB SITE	EMAIL	PHONE N.
HOTEL ALA	<a href="http://www.hotelala.it">www.hotelala.it</a>	<a href="mailto:info@hotelala.it">info@hotelala.it</a>	0039 0415208333
THE WESTIN EUROPA & REGINA	<a href="http://www.starwoodhotels.com/westin">www.starwoodhotels.com/westin</a>	<a href="mailto:europa&amp;regina@westin.com">europa&amp;regina@westin.com</a>	0039 041 240 0001

**PLEASE NOTE:** Book early because of concomitant international events in Venice such as The "Venice Biennale" and the "Venice Film Festival".

Due to serious SPAM problems, if no answer is got after 2 days, please call directly.

### HOTEL BOOKING THROUGH THE ORGANIZING SECRETARIAT

Participants wishing hotel accommodation are kindly requested to follow the instruction on the on-line registration form. Your reservation must be guaranteed by the advance deposit: no booking is possible without this payment. Please note that the Organizing Secretariat required a booking agency commission of Euro 12,50 per reservation.

Reservations through *Sistema Congressi* will be accepted **until 31/07/07**; after this date, room availability cannot be guaranteed.

Price range is as follows:

4 star HOTELS from € 222,00 to € 280,00

3 star HOTELS from € 120,00 to €200,00

The fares below correspond to the advance deposit we ask to guarantee your reservation. The final balance due will be collected directly by the hotel upon departure. The hotel will issue the invoice/receipt for your full stay.

<b>Hotel Category</b>	Double room single use or Double room
Hotel 4 star	€ 255,00
Hotel 3 star	€ 155,00
<i>Booking fee for hotel reservation</i>	€ 12,50

The *first come, first served* standard will be applied.

*Sistema Congressi* will reserve the right to assign a different category if it is not possible to comply with your requests.

Hotel details and exact fare will be indicated in the confirmation voucher you will receive **NOT LATER THAN August 10<sup>th</sup>, 2007**.

#### **HOTEL CANCELLATIONS (IF BOOKING WITH SISTEMA CONGRESSI)**

Reservation changes will only be possible before the hotel voucher is mailed. After that, *Sistema Congressi* reserves the right to charge additional € 25,00 for reservation changes.

No-shows might be charged for the entire stay, depending on the hotel cancellation policy.

#### **SPECIAL REQUIREMENTS**

Please specify any special requirement you may have (e.g. dietary, wheelchair access etc) by filling out the appropriate box in the on line registration form.

#### **PAYMENT**

The fees must be paid in EUROS to *Sistema Congressi* by **credit card** (Visa or Mastercard) or **bank transfer**. On-line payments are secured by Secure Socket Layer (SSL) technology.

*If you choose to pay by bank transfer:*

**Bank transfer** made out to "Sistema Congressi S.r.l."

Bank name: Cassa di Risparmio di Padova e Rovigo, Agenzia n. 7, Padova, Italy

Account n. 07400470028S      Swift Address: IBSPIT2P      ABI 06225      CAB 12107      CIN R

International Bank Account Number: IT86R062251210707400470028S

**Please specify title of the Conference (TEV 2007), your name and family name as a description of payment.**

**Kindly note that all bank charges must be covered by remitter.**

Personal or Company cheques will not be accepted. Please note that admission to the Conference cannot be guaranteed unless full payment has been received. Where payment is still pending or delayed, registrants will be asked to pay the outstanding amount upon arrival.

An email of confirmation with all details about your participation in the Conference will be sent immediately after your on-line registration.

Participants must bring copy of it to the Registration Desk as proof of their registration.

## HOW TO REGISTER ON LINE

First you need a **Personal Identification Number** and a **Password** to carry out your on line registration. Please click the underneath link and fill the form to get your PIN.

[Form for PIN request](#)

Once you received your PIN and Password by email, follow the instructions you find in the email.

After you filled out the online registration form, a second email will be sent to your e-mail address with the summary of the selected options and the total amount paid as confirmation.

❖ If you have already had the **Pin** and the **Password** please click the underneath link

[Registration to the Conference](#)

❖ This same **Pin** and **Password** must be used to register **Accompanying Person, when available**

[Accompanying Person Registration](#)

PLEASE REMEMBER THAT ONLINE REGISTRATION AND POSSIBLE HOTEL RESERVATION MUST BE SUBMITTED AT THE SAME TIME, AS YOUR PIN CANNOT BE USED MORE THAN ONCE; any change of data is allowed only by sending an email to [tev2007@sistemacongressi.com](mailto:tev2007@sistemacongressi.com)

## LIST of REGISTERED PARTICIPANTS

While filling in the form for **Personal Identification Number** (PIN) request, participants will be asked to authorize Sistema Congressi the publication of their **FIRST NAME/FAMILY NAME/ORGANISATION/COUNTRY** on the list of registered participants. This list is not used for any other purposes than the organisation of TEV 2007, or shared with any other organisations.

Please click [HERE](#) if you wish to have a look at the updated list of registered participants.

## ORGANIZING SECRETARIAT

SISTEMA CONGRESSI

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35121 PADOVA-ITALY

tel +39 049 651699

fax +39 049 651320

e-mail [tev2007@sistemacongressi.com](mailto:tev2007@sistemacongressi.com)

web [www.sistemacongressi.com](http://www.sistemacongressi.com)