

REGISTRATION

◆ REGISTRATION FEES

Fees are in Euros (€) - V.A.T. 22% included.

	Until 30 th May, 2018	After 30 th May, 2018 and on-site
PARTICIPANT	Euro 600,00 (Euro 491,80) **	Euro 720,00 (Euro 590,16)**
STUDENT*	Euro 420,00 (Euro 344,26) **	Euro 540,00 (Euro 442,62) **
ACCOMPANYING PERSON	Euro 180,00	Euro 240,00

* Please note that pre-registered students must send proof of their student status; students registering on-site must show a current student ID upon checking in at the registration desk. Student registration is available for undergraduate, graduate and Ph.D. students only. The student rate is not available for post-doctorates.

** ONLY FOR EMPLOYEES OF ITALIAN PUBLIC ADMINISTRATION Solo per dipendenti della Pubblica Amministrazione Italiana

- Split payment

Selezionando questa opzione, in virtù della legge 190/2014, cosiddetto Split Payment, le fatture emesse nei confronti della Pubblica Amministrazione sono assoggettate al metodo di scissione dei pagamenti dell'IVA. Pertanto, coloro che richiedono la fattura intestata all'ente di appartenenza, dovranno selezionare questa opzione affinché la quota di iscrizione sia costituita dal solo imponibile.

- Esenzione IVA

Selezionando questa opzione, in virtù dell'art. 10 del DPR 633/72 - come modificato dall'art.14, comma 10 della legge 24 dicembre 1993, n. 537, le Pubbliche Amministrazioni possono iscrivere i propri dipendenti usufruendo dell'esenzione IVA per la partecipazione a corsi di formazione, aggiornamento, riqualificazione e riconversione del personale.

In ottemperanza al DM n. 55 del 3 aprile 2013, a partire dal 31 marzo 2015 le fatture elettroniche inviate alla Pubblica Amministrazione dovranno riportare obbligatoriamente il **codice IPA, codice Univoco Ufficio**, codice CIG e CUP eventuali. Pertanto, in entrambi i casi, la Pubblica Amministrazione dovrà inviare tramite email (registration@sistemacongressi.com) una dichiarazione o buono d'ordine contenente tutti i dati fiscali dell'Ente (codice IPA, codice Univoco Ufficio, codice CIG e CUP eventuali), nome del dipendente e titolo del congresso, in cui si specifichi che si richiede lo "split payment" oppure "l'esenzione dell'iva".

In assenza di tali informazioni, l'iscrizione in qualità di dipendente di ente pubblico non sarà ritenuta valida.
Non verranno accettate richieste di modifica delle fatture già emesse o di rimborso dell'IVA versata.

The registration fee for PARTICIPANT and STUDENT includes

- ✓ access to all conference scientific sessions
- ✓ conference kit including abstract book
- ✓ coffees and lunches as in the final program
- ✓ Welcome Party (Wednesday, 19th September, 2018)
- ✓ Concert and Conference Dinner (Thursday, 20th September, 2018)

The registration fee for ACCOMPANYING PERSON includes

- ✓ Welcome Party (Wednesday, 19th September, 2018)
- ✓ Concert and Conference Dinner (Thursday, 20th September, 2018)

On line registrations will be accepted **until 10th September 2018**; registration link will be disconnected at 6 PM (Central European Time). After this date, only on-site registration will be allowed if places are still available. **Please note that, in such a case, the full conference kit cannot be guaranteed.**

Once you carried out your registration correctly, you will receive an automatic confirmation. If you don't receive any automatic confirmation within 5 working days, please contact the Conference Secretariat.

Please note:

- ✓ **DO NOT PAY BEFORE REGISTERING ON LINE (otherwise we are unable to match your payment with any registration)**
- ✓ **INVOICE WILL BE SENT ONLY AFTER PAYMENT HAS BEEN RECEIVED**

◆ **REGISTRATION CANCELLATION POLICY AND REFUNDS**

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

Refund of fees, less € 50,00 for administrative charge, will be made for cancellations received before 30th June 2018. After this date, no refunds will be possible. Refunds will be paid after the Conference.

No refund will be possible in case of no-show..

◆ **PAYMENT:**

The fee must be paid in Euro (€) to Sistema Congressi by **credit card** (Visa, Mastercard, Maestro, American Express and PayPal) or **bank transfer**.

If you choose to pay by bank transfer:

Beneficiary: "Sistema Congressi S.r.l."

Beneficiary address: Via Trieste, 26 – 35121 Padova (Italy) – VAT IT01934170281

Bank name: Intesa Sanpaolo

Bank address: Agenzia n. 7, Via Belzoni, Padova, Italy

IBAN IT71R0306912123074000470028

Swift / Bic Code: BCITITMM

Please specify title of the Conference (**CP 2018**), your name and family name as a description of payment. Please 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. **Invoice will be issued for every fee paid and mailed to your e-mail in pdf format, after the payment has been received.**

◆ **OFFICIAL INVITATIONS**

For VISA information see http://www.esteri.it/visti/index_eng.asp

Official invitation letters can be provided upon request.

These letters are sent only for visa and permission purposes under no obligation for the conference organizers. Requests must be addressed to the Local Organising Committee.

◆ HOW TO REGISTER ON-LINE

Click the link below to register for the Conference

<https://sistemacongressi.fervetopus.net/en/sistemacongressi/cp-2018/>

- fill in your personal data, invoicing and payment details
- upon completing the registration procedures, a message will be sent to your e-mail address from registration@sistemacongressi.com with the summary of the selected options and the total amount due.

After completing your online registration, it will not be possible to access the online form again.

◆ CP 2018 REGISTRATION SECRETARIAT

Sistema Congressi s.r.l.

www.sistemacongressi.com

Via Trieste 26, 35121 Padova – Italy

Phone: (+39) 049 651699

Fax: (+39) 049 651320

For registration and payment information, please contact: registration@sistemacongressi.com