

# REGISTRATION GUIDELINES

**All participants must Create an Account and register** via [the Online Registration Form](#). Please read the instructions below carefully. Please also consider using a personal email account if your work email is connected to an institute with high security and privacy settings as email may be transferred to junk folders.

Each participant will receive a Registration number by email after submitting the [Online Registration Form](#).

The preferred method of payment is by **online card payment**. Payments completed **by bank transfer**, can be processed only after receiving your registration number.

Payment by bank transfer must include the registration number and participant's name in the payment details

## REGISTRATION FEES

<b>Fee</b>	<b>Early Registration</b> Until 14 July 2022	<b>Regular Registration</b> Until 19 September 2022	<b>Late Registration</b> From 20 September 2022
ECREA Member*	430 EUR	480 EUR	560 EUR
ECREA Member – PhD Student**	126 EUR	216 EUR	296 EUR
Non-Member	590 EUR	640 EUR	720 EUR
Non-Member – PhD Student**	198 EUR	288 EUR	368 EUR
Soft Currency Countries***	130 EUR	170 EUR	250 EUR

All above fees include local VAT 25 %.

*\*In order to qualify for the respective fee, ECREA membership must be valid. For further inquiries, please contact ECREA Administrator [info@ecrea.eu](mailto:info@ecrea.eu).*

*\*\* Ph.D. includes Master and Ph.D. students. Students must provide proof/student status of the University (e.g. pdf copy of original inscription at a University or attestation by a professor) in English. The participant must be a student during the duration of the conference.*

*\*\*\* The list of Soft-currency countries is available [here](#).*

All registration deadlines are applicable considering the local time (CET/CEST).

Please make sure to pay your registration fee before the deadline applicable for the selected registration type. If your payment is not received in due time, the latter fee will be automatically applied.

Unpaid or partially paid registrations will not be considered as valid until paid in full.

Online registration will be available until 12 October 2022.

### Registration Fees Include:

- Admission to all scientific sessions
- Coffee breaks and lunches during conference days
- Conference party
- Farewell party
- Welcome Reception
- Abstract book (electronic)

### Registration Fees do not Include:

- Printed programme for extra fee of charge 10 EUR
  - *Only available to purchase by 1 October 2022*
- Travel and accommodation costs
- Insurance

### Group Registrations

Group registrations cannot be processed online under one email address identification; each participant needs to have his/her own profile set up with a unique email address. When registering more than ten participants under one company identity/invoice, please [Contact the Secretariat](#) to determine the preferred invoicing setting.

### Conference Format

We will make every effort to hold the event physically however in case that is not possible due to ongoing covid situation the conference will be postponed to 2023 and you will get the choice between keeping your ticket until next year or get the fee reimbursed. All delegates would be informed accordingly in time.

## Confirmation

Each participant will receive a registration overview and email notification confirming receipt of payment. To view the status of your payment, click here [Online Registration Form](#).

## Payment Details

Registration fees are collected on behalf of Aarhus University, (Nordre Ringgade, DK 8000 Aarhus C) by the Registration secretariat, CZECH-IN s.r.o., 5. května 65, CZ-14021 Prague 4, Czech Republic.

All fees are to be paid **in EUR (€), free of all bank charges**. However, please confirm with your bank as to any possible charges from their side.

## Online Payment by Credit/Debit Card

The preferred method of payment is payment by card online via our secure payment gateway:

WORLDLINE - Payment Solution Saferpay  
Online payments service provider -[WORDLINE](#).

### Accepted Credit / Debit Cards



In the unlikely event of a rejected on-line credit/debit card payment, the delegate is recommended to return to his/her registration online and try to process the payment again. Should the payment issue persist, the participant is advised to contact the card issuer/bank first to check for any potential block on the online transaction. If so, once this is removed it will be possible to pay via the online payment gateway.

## By Bank Transfer

To ensure your registration is valid, please make sure that any payment made by transfer is free of all bank fees and transfer charges. Please also ensure that the registered participant's name and Registration Number are clearly stated in the bank transfer. **Payments received without such details (Name, Registration Number) cannot be easily identified and may not be valid.**

Payment by bank transfer is available until **5 October 2022**. After this date, all payments can only be done by credit/debit card.

<b>Beneficiary</b>	CZECH-IN s.r.o.
<b>Beneficiary address</b>	5. května 65, CZ-14021 Prague 4, Czech Republic

<b>Bank</b>	KB a.s., Na Příkopě 33, CZ-11000 Prague 1, Czech Republic
<b>Account number</b>	51-0903490207/0100
<b>IBAN</b>	CZ5901000000510903490207
<b>SWIFT/BIC</b>	KOMBCZPPXXX

**PAYMENT REFERENCE** Name, Surname and Registration number

## Final Invoice

- The Final invoice can be downloaded from the [Online portal](#) three weeks after the registration is confirmed and paid in full. If you need assistance with the invoice, please contact the [Conference Secretariat](#).
- The final invoice will be issued based on the details provided during the registration process (step Contact/Invoice details)
- **Any change of such details (name, address, VAT number etc.) is possible only within 3 days from the date of registering and is subject to a 20 EUR fee.**

## Cancellation of Registration

- Until **30 June 2022** – 50 EUR administrative fee will be deducted from all refunds
- From **1 July 2022 until 19 September 2022** – 50 % of the fee will be refunded
- From **20 September 2022** no refund can be processed

## General Cancellation Conditions

- All cancellations must be notified in writing (by email) to C-IN and cannot be done online or over the phone
- Requests for refunds made after 22 October 2022 will not be considered
- For any **change of name**, a fee of 20 EUR will be charged

## Visa Invitation Letter

Visa invitation letter can be downloaded from [the Online portal](#) after the registration is confirmed and paid in full. If you need assistance with the Visa invitation letter, please contact [the Conference Secretariat](#).

## Insurance

The registration fee does not include participant's insurance against accidents, sickness, cancellation, theft, property damage or loss. Participants are advised to take out adequate personal insurance.

## Cancellation or Modification of the Meeting Due to Force Majeure

In the event of a force majeure situation, ECREA and LOC (Aarhus University) in cooperation with CZECH-IN s.r.o. reserves the right to alter or cancel the Conference without prior notice, including any change of the time and/or venue of the conference. Any occurrence of force majeure event shall be communicated as soon as reasonably possible from the decision time. Force majeure includes any circumstance beyond the reasonable control of CZECH-IN s.r.o. which prevents or impedes the realization of the conference. This includes but is not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic such as SARS, Covid-19, earthquake, flood, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism.

## Data Privacy and Security

The European General Data Protection Regulation (EU GDPR) entered into force as of 25 May 2018 and it involves some additions to data protection.

We take your privacy very seriously and to comply with GDPR consent requirements, we need you to confirm that you agree with our new Privacy Policy during the process of creating the account in our system. You can view it [here](#).

After creating your user account in our system, you can manage your information, protect your privacy and security via our Online Portal that is fully GDPR compliant.

Feel free to contact us with any questions in regarding to the Privacy Policy, Data Protection and GDPR in general by [email](#) or phone +420261174301

## Contact Information

For any questions you may have in relating to registration please don't hesitate to contact the ECREA 2022 Secretariat on [Ecrea2022.registration@c-in.eu](mailto:Ecrea2022.registration@c-in.eu).