



## Registration guidelines EASM 2011 Madrid

All participants are kindly recommended to register via the Online Registration Form. As an alternative, you can register as a Delegate by submitting an Abstract/Paper, in which case the deadline is April 4 and instructions regarding submissions are available from the official website [www.easm2011.com](http://www.easm2011.com).

Please read the instructions carefully.

To benefit from the reduced early registration fee, please process your registration before 20<sup>th</sup> June 2011. All participants are kindly requested to register in advance by completing and submitting the Registration Form with the appropriate fees.

Registration fees are including 18 % VAT.  
If your payment is not received before the early deadline, the latter fee will be automatically charged.

### INSURANCE

The registration fees do not include insurance of participants against accidents, sickness, cancellation, theft, property damage or loss. Participants are advised to take out adequate personal insurance.

### CANCELLATION/ REFUND POLICY

All cancellations must be notified in writing (by mail, fax or e-mail) to GB Consulting, Conference Organiser: [info@eventsgb.com](mailto:info@eventsgb.com), according to the following conditions.  
Please note cancellations received:

Until 15 July, 2011 - € 100 will be withheld for administrative fees  
From 16 July, 2011 till 15 August, 2011 - reimbursement of 50% of the fees paid  
As of 16 August 2011 - no refund can be processed

Registrants may transfer their registration to a colleague at any time. For any change of name a fee of € 30 will be charged. All registrations received at GB Consulting, by 15 August 2011 will be included in the list of participants.

### CONFIRMATION

Upon receipt of the correct registration fee (clear of bank charges), each participant will receive a confirmation of registration. Please bring this confirmation to the Registration desk at the Meliá Castilla hotel as proof of your registration. Confirmation will be sent upon receipt of payment. Please note that registration for the various tours and events will be confirmed upon payment on a "first come, first served" basis and numbers may be restricted.

### PAYMENTS

All fees for the Conference registration should be paid in EUR (€), free of all bank charges

- either by credit card (Visa, Eurocard/Mastercard)

With reference to the worldwide general terms please note your credit card will be charged in currency valid in country of the event, i.e. Spain (EUR) and hereinafter converted back to the currency of your account which may result in slightly different total charge than stated in EUR.

- or by bank transfer to

BANCO ESPAÑOL DE CRÉDITO, S.A. (BANESTO)

Bank Address:

c/Cea Bermúdez, 50

28003 Madrid, Spain

BIC/SWIFT: ESPCESMMXXX

I.B.A.N: ES63 0030 1035 3500 0246 5271

BENEFICIARY: GB CREATION & ADVICE CONSULTING 2000 SL, State clearly the participants name and university, organisation or company.