

HOW TO REGISTER

How to register for Workshop:

Please register for the Workshop by one of the two following means:

- On-line Registration
- Download the Registration Form as PDF format and send it to the Workshop Organizing Company by fax.

Each Participant must use a separate registration form, please photocopy the original form as required.

Workshop Organizing Company



Kenes Turkey

Sari Asma Sokak No:9
Yenikoy 34464 - Sariyer
Istanbul – Turkey
Phone: +90 212 299 9984
Fax : +90 212 299 9977
E-mail: eurachem.pt2011@kenes.com

REGISTRATION AND INFORMATION DESK

During the Workshop, there will be a Registration Desk within the Polat Renaissance Hotel (Workshop Venue) for on-site registrations and distribution of the name badges and for helping the participants in the issues related with their registrations. The operating hours of the Registration Desk as follows:

Sunday, 02 October	12:00 – 18:00
Monday, 03 October	08:00 – 18:00
Tuesday, 04 October	08:00 – 18:00
Wednesday, 05 October	08:00 – 18:00
Thursday, 06 October	08:00 – 18:00

REGISTRATION INFORMATION

	Early registration Until 08 August 2011	Late registration Between 08 Aug – 02 Oct 2011
Delegate	420 EURO	495 EURO
Accompanying person*	150 EURO	150 EURO
Training Session * 03 October 2011	100 EURO	125 EURO

- **The training session is open to workshop participants only**
- **Onsite registration not available..**

Registration fee includes: Final scientific program, abstract book, ID badge, Daily coffee breaks, 4-5 October lunch, Welcome cocktail party and Workshop dinner.

Accompanying person registration fee includes: ID badge, 4-5 October 2 Half day city tour, Welcome cocktail party and Workshop dinner.

CONFIRMATION:

A confirmation letter will be mailed within one week of receipt of the total registration fee.

Cancellation of Registration: Your registration will be confirmed by letter, once the Workshop Organizing Company receives your full payment. Cancellation of registration will be accepted until **02 August 2011** up to which date the registration fee will be refunded with a **45 EURO** deduction for administrative expenses. For cancellations received after **02 August 2011** the registration fee will be non-refundable.

HOTEL INFORMATION

- For pictures and detailed descriptions of the hotels please [click on the Hotel Name on the chart below](#).

HOTEL	C a t e g o r y		
		Single Room	Double Room
Polat Renaissance Istanbul Hotel (Workshop Hotel)	5*	168 EURO	179 EURO
Novotel	4*	100 EURO	110 EURO
ibisotel	3*	70 EURO	80 EURO
<ul style="list-style-type: none">• Transfer will be provided to Polat Renaissance Hotel in the mornings and the evenings for the guests who are staying at the other hotels.			

- **Please note that the above given prices cover 1 night stay**

* Hotels rates include **1 nights' accommodation**, Bed & breakfast basis and inc. VAT. Any changes in the tax ratio will be reflected in this price.

* For additional nights other than the standard dates above, please contact the (eurachem.pt2011@kenes.com) Workshop Organizing Company in writing

* Room reservation will be confirmed on "first come first served" basis.

* Official check- in time for hotels is 14.00 and check-out time 12:00.

We can only guarantee your rooms if the reservation is made before 01 June 2011 Due to the limited room numbers we highly recommend that you make your hotel reservation at an early stage.

Hotel accommodation will be confirmed once Workshop Organizing Company has received the completed "Registration & Hotel Reservation Form" together with the total payment regarding the rates of your preferred hotel.

Cancellation of hotel reservation:

Until 01 June 2011 : Total payment will be refunded.
Between 01 June – 15 July 2011 : Only one night will be charged, the rest will be refunded.
After 15 July 2011 : Total hotel payment is non-refundable.

- Notification of changes in reservation and/or cancellations must be done in writing to the Workshop Organizing Company, Kenes Turkey, Sari Asma Sokak, No. 9, 34464, Yenikoy-Sariyer, Istanbul- Turkey.
- In case of no-shows the amount for the total booked duration at the hotel will be charged.
- For group bookings (10 rooms and up) companies are requested to send their request by fax (+ 90 212 299 9977) or e-mail (eurachem.pt2011@kenes.com) to Kenes Turkey

TERMS OF PAYMENT

The official currency of the Workshop is EURO

Payments should be made in advance by one of the two following means.

i. Bank transfer to:

Account name : Kenes Uluslararası Kongre Turizmi ve Tic.Ltd.Şti.

Bank name : **Akbank**

Branch : Zincirlikuyu / 436

Account name : 80405

SWIFT CODE : AKBK TRIS XXX

IBAN# (EURO) : TR40 0004 6004 3603 6000 0804 05

(A bank draft, in proof of your money transfer, should be sent with the registration forms)

ii. By credit card:

Holders of Visa or Eurocard / Mastercard may use their cards for charging all costs. Please indicate card number, expiry date and security code on the registration form. ***Please note that daily exchange rates will be applied and slight differences on the total charged amount may arise due to fluctuations in the daily exchange rates.***

We regret that we are unable to accept personal, company, bank or Euro cheques.