

Aegean Conference Registration Instructions

- Aegean Conferences has established a fixed fee for all resident participants (speakers, discussion leaders, conferees) at each Conference. This fixed fee has been established in order to encourage overall Conference attendance and in order to maintain the Chair's Fund which is available to each Conference Chair. The fixed fee will be charged regardless of the length of time a participant (speaker, discussion leader, conferee) attends the Conference.
- The fixed fee covers registration, room as specified, meals, transfers to the convention center, and a planned tour for resident conferees. It will not provide for recreation, faxes, taxi, laundry, or any other personal expenses.
- Accommodations (rooms and meals) are available for guests. All activities at an Aegean Conference, including meal and recreation times, are intended to promote and facilitate scientific discussion and exchange of information. Guests are not permitted to attend Conference lectures and discussion groups.
- **NOTE:** that there is NO Airport Shuttle to the hotel. Taxis are readily available outside the airport for transfers to the hotel.

Register before fees increase after July 15, 2008

It is important that you read the following carefully before completing the registration form.

- One form must be completed for each participant.
- Registrations or alterations to registration forms will not be accepted by telephone, but must be submitted online, by post, or fax to Aegean Conferences.
- Please ensure you pay the correct rate.
- Presenting authors must register to attend the meeting.

Advanced Registrants

All payments must be made prior to the meeting. The following methods will be accepted:

Credit/Debit Card

Preferred method of payment. The following cards will be accepted: American Express, MasterCard, and Visa.

This is the only payment acceptable for online registrations.

Cheques

Please include payment with your registration form. (*made payable to Aegean Conferences*)

Bank Transfer

Registration fees can be accepted by bank transfer. Please e-mail us at BankTransfers@aegeanconferences.org for bank information.

Confirmation

When we have processed your registration form and payment, you will be sent a confirmation e-mail. This should be checked carefully to ensure that all requirements are correct. In particular, the spelling of names and affiliations should be checked, as this information will be used to create badges. Confirmation e-mails also act as a receipt and delegate information. Please bring the e-mail with you to the conference. If you have not received confirmation within two weeks of the meeting please call Aegean Conferences at +1 (610) 527-7630 or email at confirmation@aegeanconferences.org

Only fully paid delegates will be admitted to the conference.

Refunds

For cancellations received by August 15, 2008, there will be a refund of total fees less a 25% administration charge. After that date registration fees are non-refundable.

Passports and Visas

Participants are advised to check on their individual requirements before attending any Aegean Conference meeting. Visa applications should be filed at the nearest Greek Embassy in the country in which you are resident, at least two months prior to the anticipated departure date.

Grants

Student grants are available.

Certificate of Participation

A Certificates of Participation will be distributed to a participant for those sessions that the participant has attended. A participant must attend an entire session to receive credit for that particular session. Late arrivals and early departures from a session will preclude a participant from receiving credit for that session.

Letters of Invitation

Letters of invitation to attend an Aegean Conference meeting will be issued only to:

- Authors of accepted abstracts
- Fully paid registrants

Note: Invitations are issued at the discretion of Aegean Conferences, and requests for letters will be accepted only before **August 15, 2008**.

Liability and Insurance

Neither the organizers, nor the Aegean Conferences will assume any responsibility whatsoever for damage or injury to persons or property during meeting period. Participants are advised to arrange their own personal travel and health insurance.

