



## *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, 2009**

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](mailto: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](mailto:confirmation@aegeanconferences.org)  
*Only fully paid delegates will be admitted to the conference.*

### **Refunds**

For cancellations received by August 15, 2009, 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 **Septemeber 1, 2009**.

## **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.

# 4th International Conference on Autoimmunity: Mechanisms and Novel Treatments

**Minoa Palace Conference Center / October 4-9, 2009 / Chania, Crete, Greece**

## REGISTRATION FORM

This form is in **e-fileable** format. Please complete one registration form per participant and fax to +1-610-527-7631 (USA)

Last Name: ..... First name: ..... M.I.: ...

Title: Prof.  Dr.  Mr.  Ms.

Institution: .....

Address: .....

City: ..... State: ..... Zip code: ..... Country: .....

Tel.: ..... Fax: .....

E-mail: .....

**If you going to share room with another person please provide the name of your roommate.**

1. Accompanying Person: Last name ..... First name .....

2. \*Participant: Last name ..... First name .....

3. \*Graduate Student: Last name ..... First name .....

**\* NOTE: Each mentioned participant and/or Graduate student should complete a separate registration form**

### ACADEMIC/GOVERNMENT PRICES

	Before July 31, 2009	After July 31, 2009	Total in EURO (€)
1) Participants in a single room ( <i>All Inclusive**</i> )	€ 1320	€ 1430	
2) *Graduate students in a single room ( <i>All Inclusive**</i> )	€ 1220	€ 1330	
3) *Accompanying person sharing a double room with participant ( <i>All Inclusive**</i> )	€ 490	€ 560	
<b>TOTAL PAYMENT in EURO (€)</b>			

*Academic rate is extended to full-time employees of government, universities & university-affiliated hospitals only.*

For participants who may require special hotel accommodations (*i.e. sharing room or registration fee only*) please contact us at:

[meetings@aegeanconferences.org](mailto:meetings@aegeanconferences.org)

### INDUSTRY PRICES

	Before July 31, 2008	After July 31, 2008	Total in EURO (€)
4) Participants in a single room ( <i>All Inclusive**</i> )	€ 1650	€ 1720	
5) *Accompanying person sharing a double room with participant ( <i>All Inclusive**</i> )	€ 490	€ 560	
<b>TOTAL PAYMENT in EURO (€)</b>			

\* Signature from Department Chairman or Professor required.

# If the accompanying persons would like to attend the scientific sessions they should register as participants

\*\* Please read below to see what is included in the all inclusive package.

#### For Participants & Students including Registration Fee: (Option # 1,2,4)

- Registration Fee
- Welcome dinner (October 4)
- All coffee breaks (4)
- Lunches (4)
- Dinners (October 5,6,7)
- Congress material
- Sightseeing Tour (October 7)
- Gala dinner (October 8)
- Transportation to Meeting Related Events
- 5 nights hotel accommodation (Check in Oct. 4 & Check out Oct. 9)

#### For Accompanying Persons: (Option # 3,5)

- Welcome dinner (October 4)
- Lunches (4)
- Dinners (October 5,6,7)
- Sightseeing Tour (October 7)
- Gala dinner (October 8)
- Transportation to Meeting Related Events
- 5 nights hotel accommodation (Check in Oct. 4 & Check out Oct. 9)

## ADDITIONAL HOTEL ACCOMMODATION FOR THE PRE AND POST WORKSHOP PERIOD

Hotel Name	Single Room	Double Room	No. of Nights	Dates	Total in EURO (€)
Minoa Palace Hotel	€ 125	€ 155			
<b>TOTAL FOR ADDITIONAL HOTEL ACCOMMODATION IN CRETE</b>					

## DIETARY PREFERENCE

Vegetarian \_\_\_ Vegan \_\_\_ No Preference \_\_\_ Other \_\_\_\_\_

## TRAVEL INFORMATION

Check-in date at Minoa Hotel \_\_\_\_\_ Flight \_\_\_\_\_ Check-out date at Minoa Hotel \_\_\_\_\_ Flight \_\_\_\_\_

## PAYMENT CONDITIONS

- Payment of registration fees are made in EURO (€)
- Early registration fees should reach the Secretariat, no later than July 31, 2009
- Late registration fees should reach the Secretariat, no later than September 15, 2009
- Payment should be made:
  1. by an international banker's check to the order of "Aegean Conferences"
  2. by bank remittance. E-mail us at [BankTransfers@aegeanconferences.org](mailto:BankTransfers@aegeanconferences.org) for bank information
  3. by major Credit Cards

I authorize my credit card to be debited in the total sum of : **EURO (€):** \_\_\_\_\_

**Name on the card** (if different from above):

**Billing address** (if different from above):

### Card Type:

VISA

MASTERCARD

AMERICAN EXPRESS

**Card Number:**

**Card Verification Number:**

\_\_\_\_\_



On the back of your card Visa and Mastercard, find the last 3 digits. For American Express this is a 4-digit number printed on the front of your card.

Expiration date: ----- / ----- Valid from (For AMEX card holders). Date: ----- / ----- / -----

## REGISTRATION CANCELLATION POLICY

*For cancellations received by August 15, 2009, there will be a refund of total fees less a 25% administration charge. After that date registration fees are non-refundable.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

### STUDENTS ONLY

**NAME** \_\_\_\_\_

**UNIVERSITY** \_\_\_\_\_

"I certify that the above-named student is presently enrolled at this University and working toward a degree in a related field."

**Signed** \_\_\_\_\_  
(By Department Head or Professor)