LREC 2010

http://www.lrec-conf.org/lrec2010

# **General Conditions**

- Registration -

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# Participant Type

For the Main conference, LREC 2010 considers 3 different types of participants corresponding to 3 sets of Registration fees, regardless of the registration time:

- ELRA Members
- Standard Participants
- Students

For the Workshops and Tutorials, LREC 2010 considers 2 different types of participants corresponding to 2 sets of Registration fees, regardless the registration time:

- ELRA Members & Standard Participants
- Students

### **ELRA Members**

Participants registering as ELRA Members must check that their institution is currently member of ELRA and that membership fees for 2010 have been paid at the time of registration. If you need any information, please contact [E-mail].

**Student Rate** Proof of your academic standing will be required at the registration time. Please fax a proof of your status signed by the head of the department to the Conference Secretariat (+33 1 43 13 33 30) or email a scanned version to [E-mail]. Failure to produce proof of your academic status will result in a charge of the Standard Participant rate applied at the time of registration time.

# **Registration Fees**

## Main conference

The registration fee for ELRA Members, Students and Standard Participants includes access to all Main conference sessions, coffee-breaks in the morning and in the afternoon, an entry for the Welcome Reception and 1 ticket for the Gala Dinner. Each participant will receive the conference bag with a copy of the LREC 2010 Proceedings on CD-ROM and the LREC 2010 Book of Abstracts.

### Pre- and Post-conference workshops and tutorials

The registration fee for ELRA Members, Students and Standard Participants includes access to the selected Workshop(s) and/or Tutorial(s) sessions, the corresponding coffee-breaks and 1 ticket for the Welcome Reception, for those participating in the Pre-conference Workshop(s) and Tutorial(s). Each participant will receive the CD-ROM of the selected Workshop(s) and/or Tutorial(s) Proceedings and the corresponding Book of Abstracts.

# Main conference & Pre- and Post-conference Workshops and Tutorials

The registration fee for ELRA Members, Students and Standard Participants includes access to all Main conference sessions, to the selected Workshop(s) and/or Tutorial(s) sessions, the corresponding coffee-breaks, 1 entry for the Welcome Reception and 1 ticket for the Gala Dinner. Each participant will receive the conference bag with a copy of the LREC 2010 Proceedings on CD-ROM and the LREC 2010 Book of Abstracts.

# **Registration Conditions**

For the Main conference, three registration periods are defined with different registration fees:

- Early-bird: Up to March, 18th
- Normal: From March 19th
- Late & On-site: From May 12th

Registration will be considered as final once the payment of the registration fees has been processed and accepted by our bank.

### Payment

All payments must be made in EURO. Upon receipt of your payment, your registration will be confirmed by email, and an invoice (PDF) will be sent to you.

1. Credit Card Payment (preferred)

The payment of registration fees to LREC 2010 (Main conference and/or Pre- and Post conference Workshops and Tutorials) should be made using a credit card (CB, Visa, Mastercard). The Online Registration system guarantees secure credit card transactions.

2. Bank Transfer

IBAN: FR76 3000 4002 7400 0109 3744 858

SWIFT-BIC: BNPAFRPPPXV

Bank: BNP Paribas

Account owner: ELDA

All bank charges and foreign exchange commissions are to be paid by the participant.

### 3. Purchase Order

Institutions can issue a purchase order to ELDA to be invoiced back with the items ordered by one or several participants to the conference. In this case, the purchase order needs to be sent to the Conference Secretariat by fax (+33 1 43 13 33 30) or by email to [E-mail].

## Accommodation

ELRA has trusted Gollcher Travels with all issues related to accommodation, but the Grand Hotel Excelsior (please see <u>www.lrec-conf.org/lrec2010/?Grand-H...</u>). A number of rooms at a discounted price have been booked in several hotels in Malta. These rooms have been secured in various hotel categories up to April 14th.

After this date, Gollcher Travels will book a room for you in one of the hotels still available.

Please refer to the Accommodation section of the LREC 2010 web site for more information.

### Letter of Invitation

Participants requiring an official Letter of Invitation from the conference organizers can request one during the Registration. This letter may be required by the Maltese authorities to issue a visa. To receive a Letter of Invitation, participants must first register to the conference and submit payment in full. Please make sure that you hold all the travel documents and passport required by the Maltese authorities to enter the country.

## **Cancellation Policy**

Cancellation must be notified to [E-mail]. All refunds will be made after the conference. Refunds will be made to the same bank account or credit card as the original payment. Please refer to the following dates for cancellation:

- 1. Cancellation by April 9th: Full refund less bank or credit card expenses and a 75¬ processing fee
- 2. Cancellation after April 9th: No refund

Cancellation means that the final paper could be withdrawn from LREC 2010 Proceedings (both CD-ROM and Book of Abstracts) if no author has finally registered to the Main Conference.

Please remember that cancelling your registration does not automatically cancel your hotel and travel arrangements. Each participant is responsible for cancelling their own hotel and travel reservations.