



INFORMATION NOTE

REGISTRATION

In order to register to **ICCHMT 2019 Conference**, please fill in the Online Form at the following address:
<http://grupposymposia.onlinecongress.it/ICCHMT2019>

Deadlines for online registration:

EARLY BIRD FEE: till August 1st 2019, midnight (CET);

ONLINE REGISTRATION CLOSURE: August 27th 2019, midnight (CET)

REGISTRATION FEES

Details	Price
Regular (early bird)	€550.00 (EUR)
PhD Student (early bird)	€400.00 (EUR)
Regular (after 01/08/2019)	€600.00 (EUR)
PhD Student (after 01/08/2019)	€450.00 (EUR)
Accompanying person	€200.00 (EUR)

Standard Conference Fee includes:

The registration fee covers: Participation in plenary and poster sessions, Conference proceedings, Meals, coffee breaks, Social programme, Publication of one paper in Conferences Proceedings (only for Regular and PhD Student registration).

ACCOMPANYING PERSON FEE: € 200.00

DATA PROTECTION AND PRIVACY

All personal data provided will be processed for the purposes related to the conference management in accordance with the Italian Law 196/2003 and with the General Data Protection Regulation (EU) 2016/679 (GDPR). Symposia will store the data in protected databases and will use it only to promote future conferences in related fields. The data owner could access all the information available to Symposia and could exercise the right of cancellation and opposition to the treatment as expected from the above Law by

sending a request to Symposia's address as noted in this schedule. For all information, please visit:
www.grupposymposia.it/privacy-policy

BEFORE STARTING THE REGISTRATION PROCESS YOU SHOULD KNOW THAT:

IF YOU ARE A STUDENT, YOU ARE REQUIRED TO SEND YOUR STUDENT CERTIFICATE:

In order to apply for the Student fee, **it is mandatory to send a letter/certificate from your University/Institution or Tutor confirming your student status** (e.g., these documents must confirm that you are enrolled in a University Course of Study when the conference will be taking place). This letter must be sent by email to the conference secretariat at the address info@icchmt2019.com for official approval. Once you receive the feedback, you will be able to fill in the online registration form.

PAYMENT METHODS

Registration/reservation payments can be provided by:

- Credit card

Please note: a commission fee will be charged.

- Bank Transfer

Addressed to: **SYMPOSIA Srl**

Bank: **Banca Intesa San Paolo**

Address: **Viale delle Medaglie D'oro 145 - 00136 Rome (Italy)**

IBAN: **IT86Y0306903215100000004627**

SWIFT: **BCITITMM**

PLEASE Write: **ICCHMT+ Participant Name and Surname**

YOU WILL BE ASKED TO PROVIDE PRECISE BILLING DATA:

The invoice data you will provide during the registration process are the data that will be effectively used for the invoice heading. If your registration fee will be covered by your University/Company/Institution, you must provide the Secretariat with the correct details (please do not forget the VAT/Tax number number).

For Italian participants only:

Per il rilascio delle fatture elettroniche intestate alle pubbliche amministrazioni, il partecipante, dopo aver inserito tutti i dati di intestazione dell'ente, comprensivi di Codice Univoco Ufficio , dovrà far pervenire copia dell'ordine amministrativo all'indirizzo: info@icchmt2019.com

THE INVOICE PROCESS WILL BE AS FOLLOWS:

The Secretariat **will not issue any pro-forma invoice** (except for very particular cases which will be discussed with the Local Organizing Committee).

All participants are required to carefully check the inserted data for the invoice(s). No changes will be feasible once the invoice is emitted. In case of any doubt, please check with your company/institution administration first.

Invoices will be sent after the Secretariat receives and registers the due payment.

In case you pay by credit card, please note that you will be charged 5% credit card commissions. This commission will be separately invoiced. The online registration system doesn't accept AMEX cards.

ICCHMT 2019 CANCELLATION POLICY:

Conference

- Full refund for cancellations received **before June 30th, 2019** (please note: € 20 will be withheld for administrative practices);
- 50% refund for cancellations received **between July, 1st 2019 and August, 5th 2019**;
- No registration refunds will be granted **after August, 5th 2019**.

Please note:

e-mail requests to cancel must be sent to: info@icchmt2019.com

All refunds will be processed starting from one month after the Conference.

HOTEL ACCOMODATION

During the online registration to the ICCHMT **2019 Conference**, you will be able to book an accommodation in Rome.

In order to finalize the booking you will be asked to provide a Credit Card details, which will be used only as guarantee of the reservation.

The Conference Secretariat will forward your booking request to the chosen hotel and once the availability is confirmed, then send you an official confirmation by email.

Please note that your card won't be charged during the booking procedure, as payment will take place directly at the hotel check-out. If applicable, city taxes will be charged as well:

- € 4.00 per person per night for 3 star hotels;
- € 6.00 per person per night for 4 star hotels;
- € 7.00 per person per night for 5 star hotels.

HOTEL CANCELLATION POLICY

In case of cancellation received starting from **3 days prior to the date of arrival**, you will be charged the cost of the first night on your credit card.

Cancellation requests must be sent by email at info@icchmt2019.com

More info @ICCHMT 2019 Conference Secretariat

info@icchmt2019.com

Tel. [+39 0639725540](tel:+390639725540)