



## **GENERAL INFORMATION FOR CONGRESS PARTICIPANTS**

### **REGISTRATION**

All the participants are required to complete the Registration Form and return it, together with their payment details, to the congress secretariat Platinum Events:  
Piazza Mercatale 175, 59100 Prato - Italy  
Email: [secretariat@ifotescongress2007.org](mailto:secretariat@ifotescongress2007.org)  
Tel: +39 0574 026601 – Fax +39-0574-026602.

The congress secretariat will also provide for the accommodation for participants who complete and return, the Accommodation booking Form together with their payment details.

Early registration (by April 30th 2007) gives better terms and makes it more likely that the requested accommodation will be available.

The congress secretariat will confirm by email, letter or fax that registration and accommodation have been processed.

### **REGISTRATION FEES**

#### ***IFOTES members***

220 Euros until 30<sup>th</sup> April 2007

250 Euros from 1<sup>st</sup> May 2007

#### ***IFOTES non-members***

270 Euros until 30<sup>th</sup> April 2007

300 Euros from 1<sup>st</sup> May 2007

Registration fee includes:

- Attendance at all scientific sessions
- Congress bags and materials
- Welcome reception
- Opening ceremony
- Coffee breaks every day
- Transports from hotels to congress halls
- Prato Card

#### ***Accompanying persons***

The registration fee for accompanying persons is 60 Euros. Accompanying person registered by the Congress Secretariat will have special benefits, including:

- Special congress rate for accommodation
- Attendance at the welcome reception
- Access to transports as a congress participants
- Prato card
- Possibility of attending the Cultural and Social Programme and Gala Evening on the same conditions as congress participants

#### ***Daily registration***

Daily registration will be possible after 1<sup>st</sup> May 2007, according on the places still available.

The amount for daily fee is 100 Euro.

### **PAYMENT**

All payments for congress registration and social events, including accompanying persons, should be made in euro to the congress committee bank account, through Credit Card or Bank Transfer (see details in the registration form). All payments for accommodation, including accompanying persons, should be made in Euro to the congress secretariat bank account, through Credit Card or Bank Transfer (see details in the registration booking form).

Requested information on the credit card should be entered on the forms, or a copy of the bank transaction should be enclosed.

### **CANCELLATION POLICY**

Cancellation must be in writing to the congress secretariat. For cancellations received until 10<sup>th</sup> June 2007, registration fees, except for a cancellation fee of 30%, will be refunded. No refunds will be made from 11<sup>th</sup> June 2007.

### **ACCOMMODATION**

Special congress rates for participants and accompanying persons have been arranged with hotels in Prato and in the surroundings.

### **SHUTTLE SERVICE**

A shuttle bus is provided for daily transfer from hotels to congress halls and the centre of Prato on the congress days. Precise information will be provided when you arrive.

### **MEALS**

At the registration desk, participants will be provided with full information about bars, restaurants, wine bars and pubs **in the area**.

### **PRATO CARD**

At the secretariat desk, congress participants and accompanying persons will receive a special card which gives them some benefits and discounts at restaurants, shops and services in Prato during the congress.

### **SECRETARIAT REGISTRATION DESK**

The secretariat registration desk will be located close to the main hall, the Teatro Politeama. It will be open for registration and information every day during the congress, **from one hour before the scheduled activities begin**.

### **LANGUAGES**

The congress languages are English, Italian, French, German, Spanish. Translations in 5 languages are provided in plenary sessions; translations in two other languages in parallel sessions.

The organising committee and secretariat language is English.

### **BADGES**

Each participant will be given a name badge at the registration desk. All participants are kindly requested to wear the badge throughout the congress. Only badge-wearers will be admitted to the sessions and social events.

### **CERTIFICATE OF ATTENDANCE**

A certificate of attendance will be available on request at the registration desk on the last day of the congress.

### **AUDIO VISUAL FACILITIES**

All the plenary and parallel halls are arranged for simultaneous translations, microphones and projectors. Rooms for workshops are equipped according to the specific needs of each activity.

### **MEDICAL SERVICE**

A medical service and first-aid service will be available on the congress days.

### **USE OF PERSONAL DATA**

Any personal details supplied by you will be used, divulged and transmitted only within the limits of, and in relation to, the carrying out of the IFOTES Congress 2007 (conforming **with art.13 of Italian law D.Lgs. 196/2003**).

### **WEB-SITE**

The regularly updated website of the congress:  
[www.ifotescongress2007.org](http://www.ifotescongress2007.org)