



# WMHE 2017

15<sup>th</sup> International Symposium on Water Management and Hydraulic Engineering

September 6-8, 2017- Primošten, Croatia



# REGISTRATION FORM

Please note an online registration

<http://www.grad.hr/wmhe2017/registration/online-application/>

Please use CAPITAL LETTERS.

Fields with asterisk (\*) are mandatory.

Register only one person with one Registration Form.

To register a group (5 or more) please use Group Registration Form.

## Section A. Participant

First name	Family name		Title
Institution/Company			
Billing address			
City	Postal code		
Country	VAT number		
Phone contact	Fax		
E-mail contact			
Accompanying person	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	First name	Family name

## Section B. Payer (if different from above)

Payer's name - Institution / Company			
Billing address			
City	Postal code		
Country	VAT number*		
Phone contact	Fax		
E-mail contact			

\* VAT number is obligatory for EU-based companies and institutions.

## Section C. Registration Fee (please, check your choice!)

Category	Paid before 01 May 2017	Paid after 1 May 2017	
Participant	EUR 290,00 €	EUR 320,00 €	<b>Participant Fee and Student Fee include:</b> Sessions, Symposium materials, welcome reception, gala dinner, symposium lunches and coffee breaks <b>Accompanying Person Fee includes:</b> welcome reception, gala dinner, symposium lunches * Enclose a student's certificate status
Student*	EUR 170,00 €	EUR 190,00 €	
Accompanying Person	EUR 140,00 €	EUR 160,00 €	

## Section D. Accommodation (please, check your choice!)

Room	Hotel Zora - symposium venue	Room rate per night	Total nights required
Premier Club room**** Hotel Zora	Single room – bed, breakfast and tax	EUR 95,00	
	Double room – bed, breakfast and tax	EUR 136,00	
Comfort room*** Hotel Zora	Single room – bed, breakfast and tax	EUR 76,00	
	Double room – bed, breakfast and tax	EUR 110,00	

My double room I will share with:

Check-in date:

Check-out date:

Above accommodation rates are quoted per room per night and include breakfast, VAT and € 1, 00 per person per day city tourist tax. The accommodation should be paid directly at the hotel prior to check out. A credit card guarantee will be required to secure the booking. Hotel has set aside a limited amount of rooms at reduced Symposium rates.

**Symposium rate deadline: August 01, 2017. After this date, upon request**

## Section E. Payment (please, check your choice!)

I will pay make the payment by  Credit Card  Bank Transfer

Please, use the same card to secure the hotel accommodation booking  YES  NO, I will provide other

Card name  Visa  MasterCard

Card number Exp.date Security code

Card type  Business Card  Private Card

Name as shown on card

Company/Institution

Billing address

City, post code & country

Holder's signature

**If you wish to avoid sending the info via e-mail, please send this completed form by fax +385-1-4832-330**

Bank transfer to →→→

In this case, please send us a copy of the Bank Transfer together with the Registration Form.

**Bank charges are the responsibility of the payer and should be added in addition to the total amount!**

Bank name: **RAIFFEISEN BANK AUSTRIA, d.d.**

Bank address: **Petrinjska 59, 10000 Zagreb, Croatia**

Beneficiary: **URKA, d.o.o. (PerfectMeetings.hr)**

OIB/VAT number: **28424041057**

Account number: **2484008-1103084258**

IBAN: **HR3224840081103084258**

BIC/Swift Code: **RZBHR2X**

Reference number: **(name of participant)**

## Section F. Terms & Conditions

### 1. Registration Procedure

As soon as your registration is received, you will get a confirmation by email according to your payment status, a pro-forma or an invoice will be issued on your behalf.

Registration fees do not include flights or accommodation.

Registration fees vary according to the payment reception period. If the payment is made after the deadline for the selected payment, the registration fee for the following period will be applicable and the difference will be invoiced.

### 2. Payment

Payment can be done by credit card (MasterCard, Visa) online or offline and by bank transfer.

Using bank transfer, please note all bank charges have to be supported by the participant/payer and should be added to the total amount. Cheques are not accepted. Rates in EURO will be charged in the invoices in Croatian Kuna according to the Croatian National Bank official exchange rate at the day of invoicing.

### 3. VAT

As stated in the article 53 of Directive 2006/112/EC, registration fee is subject to VAT applicable in the country where the event is taking place, even when supplied to taxable persons. The VAT charge is therefore applicable to all participants. Please consult with your country's tax advisor for assistance in claiming your refund.

According to Croatia's tax regulation a 25% VAT charge has been applied to the registration fees. Organizer reserves the right to amend this charge should the VAT rule or rate change.

For EU companies to apply VAT directives and in order to avoid any complications, please make sure your VAT number is officially recognized by the [EU Taxation and Customs Union office](#). Should your company not be VAT registered or your EU VAT number cannot be recognized by the EU site mentioned above, the VAT amount will still be added to your invoice and won't be refundable.

Organizer cannot be held responsible for any problem you may encounter related to VAT refund or VAT number not provided.

### 4. Substitution

If a delegate cannot attend the Symposium, we are happy to accept a substitute colleague at any time. Requests for substitutions will only be accepted by e-mail indicating the name of the cancelled delegate as well as the name, function and contact details of the substitute. Please note that after 15 August 2017, a fee of €50 will be applied for substitutions.

### 5. Registration Fee Cancellation Policy

Notification of cancellation must be made in writing and sent by email indicating the cancelled delegate. The following rules apply in case of cancellation – for individual and group cancellations:

- Cancellation notified until and including 1 July 2017 - 100% refund (minus administrative charges of 50€).
- Cancellation made after 1 July 2017 will not merit refund.
- Refunds will not be made for no-shows and unattended events.
- Bank charges applied to a refund will be borne by the delegates.

In case of overpayment or double payment, refund requests including valid proof of the overpayment or double payment must

be made in writing and sent by email to the Organizer, no later than one month after the event. An administrative charge of 50€ will be applied for all refunds.

#### **6. Accommodation Cancellation Policy**

In case of cancellation of already confirmed accommodation reservation, specific rules for the event may apply.

In the event of cancellation up to 25-15 days prior to arrival date, cancellation fee is 20% of full reserved stay. From 14-10 days prior to arrival date, cancellation fee is 30% of full reserved stay. From 09-05 days prior to arrival date, cancellation fee is 60% of full reserved stay. Please note that in the event of late cancellations (from 4 days prior to arrival date) the Organizer reserves the right to charge the full stay for any cancelled rooms, cancelled nights or no-shows.

The venue may reserve the right to charge the full stay upon check-in. The venue may also charge or block an amount on your credit card to guarantee the extra expenses. Each venue has its own independent policy for both cases.

#### **7. Visas**

It is the sole responsibility of the participant to take care of visa requirements. Participants who require an entry visa must allow sufficient time for the visa application procedure. Please check here <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>.

Participant registration details might be shared with the immigration authorities to assist in the immigration process.

To receive an invitation letter for the event, participants must first register and pay the registration fee in full. They can then contact the Organizer to ask for the invitation and/or warranty letter. All expenses incurred in relation to the event and the visas are the sole responsibility of the participant.

Should the delegate not be granted his/her visa, the registration fee will be reimbursed (minus an administrative charge of 50€) if and only if he/she provides the Organizer with an official document from the concerned Embassy rejecting the visa and that the application was made at least four (4) weeks prior to the event date.

The Organizer will grant visa invitation letters up to four (4) weeks prior to the event date. Within four (4) weeks from the event date visa invitation letters cannot be guaranteed.

#### **8. Data Protection**

The acquisition, handling (which includes saving data, changes, transmission, blocking and erasing) and utilization of all personal registration data is executed within the guidelines of the effective data protection regulations. The Organizer will collect and store all data necessary for the preparation and execution of event.

To make the payment of registration fee or credit card hotel bookings guarantee – required credit card details (i.e. credit card type and number, CVC code, expiration date, credit card holder name) will also be collected. All data will be saved and processed. In order to protect and safeguard the personal data provided. The appropriate business procedures will be applied, as well as technical and physical restrictions for accessing and using personal information. Only authorized employees are permitted to access personal information for performing their duties in respect of our services. Our server and network are protected by firewalls against unauthorized access.

In addition, the Organizer may share only contact details of attendees with third parties that may use these details to contact attendees regarding activities at the Symposium or other communications which may be of interest. The event organizers are obliged to give out attendee's data due to a court or an official order.

#### **9. Travel Insurance**

Delegates are strongly advised to procure their own personal and travel insurance.

#### **10. Cancellation of the Event**

Where the event is cancelled as a result of a force majeure or insufficient number of participants or for reasons which are not the fault of the Organizer, only the registration fee will be refunded, less administrative charge of € 50, 00 per registration; however, this shall not apply to any other expenses exceeding this (such as, for example, hotel booking, flight and train tickets, etc.).

#### **11. Regulations**

The Organizer reserves the right to make amendments to the program or any related activities at its discretion. These changes do not lead to a refund or a reduction in price of the registration fee.

#### **12. Acceptance of Terms of Use**

These Registration Terms and Conditions shall apply to all delegates registering to the event.

I accept with the above conditions:

Signature

Place & Date:



Draskoviceva 66; 10000 Zagreb; Croatia;

Tel: +385-1-4827-280; Fax: +385-1-4832-330

[drazena.erceg@perfectmeetings.hr](mailto:drazena.erceg@perfectmeetings.hr)

[www.perfectmeetings.hr](http://www.perfectmeetings.hr)