

REGISTRATION

Registrations will be accepted **until April 30th, 2012**. After this date, only on-site registration will be allowed if places are still available; please note that the full conference kit cannot be guaranteed for on-site registrations.

Participant registration fee covers:

- admission to the entire programme
- book of proceedings
- lunches
- coffee or tea during breaks
- dinners
- two evening networking events (Wednesday and Thursday).

Fees are in Euros (€), including VAT 21% - Invoice will be issued for every fee paid and mailed to your address.

Fee	before January 31, 2012	from February 1, 2012
Regular Participant	€ 1.149,50 (€ 950,00)*	€ 1.512,50 (€ 1.250,00)*
Speaker	€ 786,50 (€ 650,00)*	€ 786,50 (€ 650,00)*
Keynote speaker	free	free
Sponsor	free	free

* VAT exemption – only for employees of Italian Public Administration

Nota per i dipendenti di Enti Pubblici Italiani

Le Pubbliche Amministrazioni che iscriveranno i propri dipendenti, per poter usufruire dell'esenzione IVA ai sensi dell'art. 10 del DPR 633/72 - come modificato dall'art.14, comma 10 della legge 24 dicembre 1993, n. 537 - dovranno inviare via fax (049 651320), unitamente alla stampa dell'e-mail di riepilogo dell'iscrizione, una dichiarazione (contenente tutti i dati fiscali dell'Ente, nome del dipendente e titolo del congresso) in cui si specifichi che il partecipante per cui viene pagata la quota d'iscrizione è un loro dipendente autorizzato a frequentare l'evento. Si accettano anche autocertificazioni, con documento di identità allegato, contenenti le stesse informazioni. La fattura verrà così intestata all'Ente di appartenenza.

Registration cancellation policy and refunds

Cancellation must be always confirmed in writing: don't forget to include all your bank's information.

Refund of fees, less € 75,00 for administrative charge, will be made for cancellations received **before April 15th, 2012**. After this date, no refunds will be possible. Refunds will be paid after the Conference.

REGISTRATION TRACKS

Please select one of the following Tracks of your interest:

Tracks Oil and Gas *

Track Traffic *

Track Weighing *

Track Energy *

Track Regulators, Testing Laboratories, Notified Bodies (this track will take part in the four other tracks) *

HOTEL ACCOMMODATION

Participants wishing to make their hotel reservation through our booking service are kindly asked to follow the instructions on the on-line registration form.

Please note that a booking fee of **€ 21,00** will be charged for the reservation.

Reservations through Sistema Congressi will be accepted **until April 15th 2012**; after this date, room availability cannot be guaranteed.

Your reservation must be guaranteed by an advance deposit corresponding to one night stay: no booking is possible without this payment.

An hotel-voucher will be sent to you in due time with all details about your hotel reservation and balance due.

HOTEL	DOUBLE SOLE USE ROOM	DOUBLE ROOM
All rates are per room, per night, breakfast and taxes included.		
HOTEL LAGUNA PALACE **** (conference venue)	€ 155,00	€ 180,00

Hotel Cancellation Policy

Reservation changes will only be possible before the hotel voucher is mailed. After that, Sistema Congressi reserves the right to charge additional € 25,00 for reservation changes. No refund will be made **after April 20th**.

PAYMENT

The fee must be paid in Euro (€) to *Sistema Congressi* by **credit card** (Visa, Mastercard) or **bank transfer**.

If you choose to pay by bank transfer:

Bank transfer made out to "Sistema Congressi S.r.l."

Bank name: Cassa di Risparmio del Veneto, Agenzia n. 7, Padova, Italy

Account n°: 07400470028S

ABI: 06225

CAB: 12107

CIN: R

Swift Address: IBSPIT2P

International Bank Account Number: IT86R062251210707400470028S

Please specify "MIM 2012", your name and family name as a description of payment. Please note that all bank charges must be covered by Remitter.

Personal or Company cheques will not be accepted. Please note that admission to the Conference cannot be guaranteed unless full payment has been received. Where payment is still pending or delayed, registrants will be asked to pay the outstanding amount upon arrival. Invoice will be issued for any fee paid and sent to your address.

HOW TO REGISTER ONLINE

- Click on → <https://sistemacongressi.fervetopus.net/en/sistemacongressi/mim-2012/>
- Fill in your data
- Upon completing the registration procedures, a message will be sent to your e-mail address from registration@sistemacongressi.com with the summary of the selected options and the total amount due.

After you complete your online registration, **it will not be possible to access the online form again**; changes can only be made by requesting them to registration@sistemacongressi.com.