



ADVANCES IN ROBOT KINEMATICS 2014 REGISTRATION INFORMATION

Deadlines

Early Registration **May 16, 2014**
Hotel Reservation **May 25, 2014**

Registration

Registration is required for all Conference participants.
Individual Registrations are available via the **online Registration form**

Registration office

Tel.: +386 1 2417 125
Fax: +386 1 2417 296
E-mail: registration@cd-cc.si

Registration Fee

	Early Payment before May 16, 2014	Late/On-site Payment after May 16, 2014
Registration fee	480 EUR	530 EUR
Accompanying person's fee	200 EUR	250 EUR

The registration fee includes

- Participation in all lectures
- Proceedings, final programme
- Welcome Reception
- Coffee during the breaks
- Get together parties
- Conference Dinner

The registration fee for Accompanying person includes

- Welcome Reception
- Get together parties
- Conference Dinner

Payment

Payment in euros without any charges to the beneficiary should be made

- By bank transfer
Bank name: BANKA SLOVENIJE, Slovenska 35, Ljubljana
SWIFT: BSLJSI2X
IBAN: **SI56 0110 0600 0022 527**
Beneficiary: CANKARJEV DOM
Cultural and Congress Centre
Prešernova cesta 10, SI 1000, Ljubljana
Account number: **SI56 0110 0600 0022 527**
- By credit card Visa, Mastercard, American Express

For domestic participants, payment in euros should be made:

- By bank transfer Account number: **SI56 0110 0600 0022 527**
Notification: 05 -09925-621100114
- By credit card Visa, Eurocard/Mastercard, American Express

Important

Payments should clearly state the participant's and/or accompanying person's name(s)

All payments should have the notification "ARK"

For summary payment orders, please enclose a list of names

Payment or proof of payment should accompany the registration form

VAT (22%) is included in the registration fee

Confirmation of registration

Your registration and all payments will be confirmed in writing upon receipt of your registration form and payment or proof of payment.

Cancellations and refunds

All cancellations of Conference registration, which must include your full bank account details, should be sent in writing to the Conference Secretariat, Cankarjev dom, Cultural and Congress Centre.

Cancellations received no later than **June 15, 2014** will be refunded in full except for the administrative fee of 50 EUR. Refunds will be paid after the Congress. Cancellation received **after June 15, 2014** will not be refunded.

Registration and Information Desk

The Registration Desk for the 14th ARK Meeting will be located in the Foyer of Club CD (5th floor) and open as follows:

Sunday, June 29	17.00 – 20.00
Monday, June 30	08.00 – 18.00
Tuesday, July 1	08.00 – 18.00
Wednesday, July 2	08.00 – 13.00
Thursday, July 3	08.00 – 13.00

Conference Identification Badge

A conference identification badge will be included in the conference material provided upon Registration. There will be no admittance to the Scientific Sessions without the conference badge. Tickets to social events will be collected at the entrance.

Attendance Certificate

A Certificate of Attendance will be issued to all registered participants.

Visa Requirements

For citizens of many but not all countries, a valid passport (or personal identity card for residents of EU) is sufficient to enter Slovenia. Participants are advised to check visa requirements at the nearest Slovene embassy or consulate. Information on visas and addresses of Slovene embassies is available on the web site of the Slovene Ministry of Foreign Affairs at <http://www.mzz.gov.si>

Participants who need a visa to enter Slovenia have to request a Letter of Guarantee, which will be prepared by the Organising Committee. The visa cannot be obtained without a Letter of Guarantee, which is intended to facilitate participant's visa arrangements only, and does not imply the provision of any financial or other support.

In case you will apply for a visa at any Slovene embassy please fill out the form below completely in order to arrange a Letter of Guarantee and fax it to +386-1-24-17-296 or send it attached in an email to the address registration@cd-cc.si to the technical organiser, Cankarjev dom, at least one month before the arrival.

The organiser is authorised to demand payment of registration fee before the visa procedure starts. Please note that all costs are to be covered by the participant (verification tax and DHL post costs if needed).

<http://www.cd-cc.si/kongforms/EVER/Letter of Guarantee.doc>

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