

## REGISTRATION AND FEES

**Registration** is required for all Conference participants. Individual Registrations are available via the online registration form: <https://cankarjevdom.eventsair.com/2020-ark/registration>

### Deadlines:

Early Registration **April 30, 2020**

### Registration office:

Tel.: +386 1 2417 136

e-mail: [registration@cd-cc.si](mailto:registration@cd-cc.si)

### Registration Fees:

	Early Payment before April 30, 2020	Late/On-site Payment after April 30, 2020
<b>Regural registration fee</b>	500 EUR	600 EUR
<b>Student fee</b>	375 EUR	475 EUR
<b>Accompanying person fee</b>	200 EUR	200 EUR

### The registration and student fee include:

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

### The registration fee for Accompanying person's 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, Diners)

### For domestic participants, payment in euros should be made:

- By bank transfer: Account number: **SI56 0110 0600 0022 527**  
Notification: 00 -09998-651100320
- By credit card (Visa, Mastercard, Diners))

### **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, 2020** 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, 2020** will not be refunded.

### **Registration and Information Desk**

The Registration Desk will be located in the Foyer of the Atrium of ZRC SAZU (Research Centre of the Slovenian Academy of Sciences and Arts and open as follows):

Sunday, June 28	17.00 – 20.00
Monday, June 29	8.00 - 18.00
Tuesday, June 30	8.00 – 18.00
Wednesday, July 1	8.00 – 13.00
Thursday, July 2	8.00 – 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.

### **Visa Requirements**

Participants who require a visa to enter Slovenia need to request a letter of guarantee, which will be issued by the Conference Secretariat. The letter of guarantee is issued exclusively for the purposes of visa arrangements and does not imply provision of any financial or other support.

Information on visas and addresses of embassies is available on the web site of the [Slovenian Ministry of Foreign Affairs](#). In case you apply for a visa at an embassy, please fill in the form below in order to obtain the letter of guarantee and send it by e-mail to [registration@cd-cc.si](mailto:registration@cd-cc.si).

Participants who already possess a valid Schengen visa type C or a valid residence permit issued by another Schengen country do not need to obtain an additional visa to enter Slovenia.

## How do I apply for a visa?

1. Register for the conference and pay the registration fee.
2. Fill in the form below and send your request for letter of guarantee to [registration@cd-cc.si](mailto:registration@cd-cc.si).
3. After we have received the filled-in form we will issue a letter of guarantee and send you a copy by email and an original by post.
4. Should you require the letter of guarantee immediately please inform us about it. We can arrange shipping by DHL. However, DHL costs need to be paid in advance.
5. After you have received your letter of guarantee contact the embassy that can issue your visa.

## Social programme

Included in the fee for participants and accompanying persons.

Sunday, June 28, 2020

19:00-21:00 Welcome Reception, Location: ZRC SAZU Novi trg 2, Ljubljana

Monday, June 29, 2020

20:00-23:00 Town Hall Reception, Location: Mestni trg 1, Ljubljana

Tuesday, June 30, 2020

15.00-20:00 Visit to Postojna Caves with Reception, Location: Jamska cesta 30, Postojna

Guided tour of Postojna cave with warm/cold buffet served in front of the entrance to the cave 19.00.

Meeting point: to be defined

Wednesday, July 1, 2020

20:00-23:00 Conference Dinner, Ljubljana Castle, Location: Grajska planota 1, Ljubljana

Meeting point: at 19.30, in front of ZRC SAZU by walking (15 min) or by funicular (return ticket 4 EUR). Funicular operates until 23.00.

Thursday, July 2, 2020

18:10-19:30 Farewell Reception, Location: ZRC SAZU Novi trg 2, Ljubljana