

**ICOM-ICTOP 2017, Windhoek, Namibia**  
**11<sup>th</sup> - 13<sup>th</sup> (15<sup>th</sup>) October 2017**

CONFERENCE REGISTRATION FORM

**Please submit the completed registration format your earliest convenience to:**  
Darko Babic, Assistant Professor, University of Zagreb/ICTOP Chair at [dbabic@ffzg.hr](mailto:dbabic@ffzg.hr)

<u>PERSONAL DETAILS</u>	
<b>Title (Mr. / Ms. / Mrs. / Dr. / Prof.):</b>	
<b>Gender (Male / Female):</b>	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Institution:</b>	
<b>Department:</b>	
<b>Address:</b>	
<b>Country:</b>	
<b>City:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>Would you be interested in chairing one of the conference sessions? (Yes / No)</b>	
<b>Are you a member of ICOM (Yes / No)</b>	
<b>If yes please insert your ICOM card number</b>	

I acknowledge that I am personal responsible for travel accommodation, medical insurance and all other costs not specifically mention in the registration fee (see terms and conditions below) **(Yes / No)**

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ICOM-ICTOP kindly asks you for authorisation to use your registration data for conference handling purposes and for the participants list of the ICOM-ICTOP 2017 annual conference where all privacy will be respected. I agree **(Yes/ No)** \_\_\_\_\_

**Further notes/ Additional information:**

Please note that ICOM-ICTOP will do its best to meet your needs although those cannot be guaranteed in advance.

By filling out and sending this form to the organiser(s), I accept that I voluntarily participate in the conference and its affiliated activities/events. I understand that the organiser(s) individually and severally are not insurers of my behaviour or actions and the organiser(s) individually and severally assume no liability for personal injuries or property damages to myself, or to third persons, arising out of my participation in the conference.

## TERMS AND CONDITIONS

### The full conference registration fee includes:

- Participation in all conference sessions
- All conference material (sent in advance or delivered on the spot)
- All conference related promotional materials/bags
- Lunch and Coffee breaks on Wednesday, 11<sup>th</sup> October
- Lunch and Coffee breaks on Thursday, 12<sup>th</sup> October
- Lunch and Coffee breaks on Friday, 13<sup>th</sup> October
- Participation in all conference activities including visits to the Independence Memorial Museum, The National Museum of Namibia – Owela Display Centre, the National Art Gallery of Namibia and Heroes Acre
- 1 admission to the Welcome Reception on Wednesday evening
- 1 admission to the Closing Dinner on Friday evening

### The full conference registration fee excludes:

- International air tickets / travel
- Visa fee (if needed)
- Hotel accommodation (preferred rates are offered)
- Extended conference events
- Any additional service outside those announced in the conference programme
- Any additional personal expenses including travel insurance

### **Conference registration fee (Euros)**

Early Bird full conference package valid until **15<sup>th</sup> July 2017**

ICOM members: **225 €**

Non-ICOM members: **275 €**

Full Conference Package fee after **15<sup>th</sup> July 2017**

ICOM members: **275 €**

Non-ICOM members: **325 €**

Local Full Conference Package fee  
(valid for residents of the Republic of Namibia only)

ICOM Namibia or MAN members: **N\$ 1,000**

Non-ICOM Namibia or MAN members: **N\$ 1,250**

### PAYMENT DETAILS\*

**\*payment of Local Full Conference Package fee (valid for residents of the Republic of Namibia only) will be sorted directly with the MAN Office**

Account owner: **ICOM ICTOP**

Address of account owner: **UNESCO HOUSE 1 R MIOLLIS 75732 PARIS**

Bank Name: **HSBC France**

Bank Address: **103 Avenue des Champs-Élysées 75419 Paris France**

SWIFT: **CCFRFRPP**

IBAN Code: **FR7630056005110511001576707**

Account number: **05110015767**

VAT number (if and when relevant): **FR41784617813**

Payment description/reference: **Your surname –ICTOP 2017**

*Please Note:*

- The sum must be in Euro.
- All sender bank charges must be paid by the sender.
- Proof of payment must be emailed with registration form to [dbabic@ffzg.hr](mailto:dbabic@ffzg.hr)

**Cancellation rules:**

- We guarantee free cancellation until **1<sup>st</sup> September 2017** where cancellations must be made either through email or in writing. We will refund your advance payments minus bank charges (30.00 €).
- A non-refundable processing fee of 75.00 € will be levied after **15<sup>th</sup> September 2017**.
- Please understand that no refunds at all can be given after **1<sup>st</sup> October 2017**. We recommend that you consider a travel insurance that covers fees in case of any need for late cancellation.

