

REGISTRATION INFORMATION TEF-2

Conference date : Thursday 7 October – Friday 8 October 2004

Conference venue : Brussels - Belgium

REGISTRATION PROCEDURES

Delegate's fee must be paid prior to admission to the conference and poster sessions.

The registration form is available in PDF format on the conference web site

<http://www.irmm.jrc.be/events>

and on the back side of this sheet. Please return it, with your payment, in due time to the conference secretariat either by fax or postal mail.

One form is needed for each person to be registered. The registration form may be photocopied. For further information, contact the Administrative Secretariat:

TEF2004 – ADERA Service

B.P. 196 –

F – 33608 Pessac Cedex

Phone : 33 (0) 556 15 11 98/99/61 / Fax : 33 (0) 556 15 11 60

E-mail : tef2004@adera.fr

Upon confirmation that payment has been made either by credit card or bank transfer, the Administrative Secretariat will issue a letter of confirmation, and an invoice.

Registration is considered effective after reception of payment. In case of cancellation, a refund will be made, minus 85€ for administration expenses. After 1st of August 2004 no refund for cancellation will be made, but substitutions are possible at any time prior to the event. Cancellation has to be communicated by signed letter or fax.

LATE REGISTRATION: Registrations received 15 days or less before the beginning of the conference will be considered as on site registration and will not be confirmed.

PAYMENT DETAILS

Fee must be paid in Euro, **net of any bank charges.**

Payment can be made by:

- Credit card (MASTER, VISA or EUROCARD)
- Bank transfer. Please send a copy of the bank transfer **quoting the delegate and company's names and TEF-2 2004.** If payment is made by international transfer, please pay through SWIFT.

CONFERENCE SECRETARIAT

Documents (badge, programme, Conference abstracts) will be handed out to all conference delegates during registration. The secretariat is accessible on:

Wednesday 6 October from 16:00 to 20:00

Thursday 7 October from 08:00 to 17:30

Friday 8 October from 08:00 to 16:00

BADGES

For security and regulatory reasons, each delegate is required to wear his / her badge at any time throughout the conference and during the social events. Please advise the administrative secretariat immediately if you have lost your badge.