



## Registration Details (Terms of registration and payment) 29<sup>th</sup> ESPKU Annual Conference, October 22<sup>nd</sup>-25<sup>th</sup> 2015, Berlin, Germany

### Registration fee

It is recommended to share rooms for a better price. Triple and quad rooms are limited and can be booked on request and upon availability (first come, first serve)! The registration fee includes access to the conference, full board accommodation, starting with dinner on Thursday, October 22<sup>nd</sup>, ending with breakfast on Sunday, October 25<sup>th</sup>, 2015:

	price per person in a single room	price per person in a double room	price per person in a 3-bed-room or in a 4-bed-room
Children from 0-6 years in parent company	<b>no option</b>	<b>125,00 €</b>	<b>90,00 €</b>
Children from 7-12 years in parent company	<b>no option</b>	<b>180,00 €</b>	<b>145,00 €</b>
Adults or teenagers above 12 years in parent company	<b>370,00 €</b>	<b>285,00 €</b>	<b>265,00 €</b>

Please note that a reservation is only possible if you provide your credit card details.

### Extra Nights

Costs for extra nights (bed and breakfast) per night and per person are as follows:

Single Room: 81,00 € / Double Room: 51,50 € / 3- or 4- bed-rooms on request and availability.

### Payment

The HolidayInn Hotel will charge the total amount from your chargecard 28 days prior to arrival.

### Registration deadline

The registration deadline is September 15<sup>th</sup>, 2015! The hotel capacity is 400 beds. Please make sure you register in time (first come, first serve). If all rooms are taken, we shall arrange for your stay in an overspill hotel within 10 minutes walking distance.

### Cancellation

Cancellation up to 28 days before your arrival date: no charge.

No-show or late cancellation: 90% of the expected total costs will be charged.

### Parking

Parking is available in the hotels own video-secured parking garage. The parking fee is 15,00 € per vehicle and day. Free parking is available on the local side streets in close proximity to the hotel.

### Registration procedure: How to register successfully to the conference

**Step 1:** Complete the registration form clearly! Don't forget your chargecard details and signature. Incomplete forms will be rejected.

**Step 2:** Send your registration..

.. either via E-Mail to ESPKU2015@dig-pku.de

.. or via Fax to 0049-5221-699014

.. or via Post to Annika Nowotny

Bachstraße 7

D-50389 / Germany

To avoid double-booking, please do **not** send your registration form twice!

**Step 3:** If you do not receive your booking confirmation within 2 weeks, please contact the conference organiser.

**Step 4:** Your chargecard will be charged up to 28 days before the conference.

**Step 5:** Upon your arrival, present your booking confirmation to the reception.