

## **Information regarding registration and payment**

Please read through the general information below before starting to register. Registration will open 1st week of February and will close on April 8th.

### **Seminar fee**

The seminar fee for all delegates will be 1680 SEK (approx. €195.00, VAT included). The seminar fee includes admission to the program, material, all meals except breakfast, refreshments and social program.

### **Accommodation fee**

The accommodation fee for all delegates will be 1900 SEK (approx. €220.00, VAT included). Accommodation will be at the STF Hostel of Chapman & Skeppsholmen, beautifully located in central Stockholm (<http://www.svenskaturistforeningen.se/en/Discover-Sweden/Facilities-and-activities/Stockholm/Vandrarhem/STF-Hostel-of-Chapman-Skeppsholmen/>). Accommodation will be in shared rooms of 2-6 people with toilet and shower in corridor. Breakfast, linen and towel is included. Please mail [giheoreg@konf.su.se](mailto:giheoreg@konf.su.se) if you have requests regarding accommodation.

### **Payment methods**

#### **Credit card**

If you are paying with credit card, which we prefer due to secure tracing of payee, make sure to have it at hand when you fill in the form. Payment is made via the seminar's on-line registration form (will open 1st week of February). The transaction is processed via a secured connection to your bank. Your credit card number will not be saved in our database. A credit card sales receipt will be sent to you by e-mail after registration. Please keep it for future references.

To protect customers from fraud, most banks have raised the security of shopping online. This means that you have to activate a code and a password in order to pay with your credit card on the Internet. If you have not activated Verified by Visa / MasterCard Secure Code or have questions about what applies, please contact your bank.

#### **Bank transfer**

Please allow enough time for bank transfers to be received by April 8th, 2013. Your registration will be finally confirmed by email upon receipt of bank statement of the payment, sent by e-mail to [giheoreg@konf.su.se](mailto:giheoreg@konf.su.se) or by fax (+46 8 16 19 25). If you have not received such a confirmation within three weeks after payment, please contact the organizer at: [giheoreg@konf.su.se](mailto:giheoreg@konf.su.se). Please send payment in Swedish Krona (SEK) to:

*Stockholm University*

*Bank; Swedbank, 105 34 Stockholm*

*Account no: 890119243778462*

*IBAN: SE7480000890119243778462*

*SWIFT/BIC: SWEDSESS*

*or, for Scandinavian residents, to:*

*Bankgiro; 812-0677*

Please state, in the information field of your payment (on all money transfers) **5964521/ and the booking number** received on the confirmation of your registration to the conference. The seminar organizer will not be responsible for identifying funds transferred directly into the account when the reference information above is not mentioned, nor will the seminar organizer accept charges of bank fees associated with the transfer.

### **Cancellations**

Cancellations of participation must be made in writing [giheoreg@konf.su.se](mailto:giheoreg@konf.su.se). If cancellations have been done before or on April 8th, 2013, the registration fee will be refunded minus an administrative fee of 500 SEK. Later cancellations will not be refunded.

### **Questions**

Questions regarding registration or payment may be sent to: [giheoreg@konf.su.se](mailto:giheoreg@konf.su.se).