



PAYMENT

All fees must be paid up to the conference by credit card or bank transfer. Please make your choice.

- Bank transfer**
Bank details will be contained in the invoice. All bank charges must be paid by the participants.
- Please charge my credit card:**
Name on card: _____
Card type: VISA MasterCard
Card number:
Expiration date: __ / __ (as written on card)
Verification code: ___ (last three digits in the signature area on the back of your card)

HOTEL BOOKING

Hotel	Price per room and night*		Number of	
	single room	double room	single rooms	double rooms
<input type="checkbox"/> The Westin Leipzig *****	95.00 EUR	133.00 EUR		
<input type="checkbox"/> Seaside Park Hotel Leipzig ****	95.00 EUR	115.00 EUR		
<input type="checkbox"/> Victor's Residenz-Hotel Leipzig ****	95.00 EUR	117.00 EUR		
<input type="checkbox"/> NH Leipzig Messe ****	77.00 EUR	91.00 EUR		
<input type="checkbox"/> Hotel im Sachsenpark ****	99.00 EUR	119.00 EUR		
<input type="checkbox"/> Novotel Leipzig City ****	95.00 EUR	110.00 EUR		
<input type="checkbox"/> Art'otel Leipzig City Center ****	79.00 EUR	99.00 EUR		
<input type="checkbox"/> Vivaldi Hotel Leipzig ***	75.00 EUR	85.00 EUR		
<input type="checkbox"/> ibis Leipzig Zentrum **	74.50 EUR	84.00 EUR		

*All prices include breakfast and 19% VAT.

Date of arrival: __ __ / __ __ / __ __ Date of departure: __ __ / __ __ / __ __

Non-smoking room: Arrival after 06.00 pm:

I will share my accommodation with:

Special requests concerning hotel and/or room:

Please note that your hotel booking is not valid until you have received written confirmation from event lab.

GUARANTEE - Please include your credit card details when booking a hotel room in order to guarantee the reservation. You will not be charged for the hotel room until your departure.

Name on card: _____
Card type: VISA MasterCard
Card number:
Expiration date: __ / __ (as written on card)
Verification code: ___ (last three digits in the signature area on the back of your card)



TERMS AND CONDITIONS

Registration

1. Only fully completed and signed forms can be accepted. The participation fee must be paid up to the conference in euros by credit card or bank transfer. All bank charges must be paid by the participants.
2. Following the receipt of your registration, you will receive the confirmation and invoice by email or regular mail. Any alterations or cancellations to registration must always be made in writing.
3. There will be a cancellation fee of 50% of the registration fee for cancellations until 29 May 2009. Thereafter, no refunds can be granted and 100% of the participation fee will be charged.

Hotel reservations

1. The closing date for hotel reservations is 29 May 2009. However, of course we will try to arrange hotel accommodation for you after this date. You must include your credit card details when booking a hotel room in order to guarantee the reservation. You will *not* be charged for the hotel room until your departure.
2. Any alterations or cancellations to hotel reservations must always be made in writing. In the case of cancellation at short notice or non-arrival, your credit card will be charged for the cost of accommodation for the entire stay.
3. Hotel rooms are reserved for the period booked and confirmed. In the event of premature departure, hotels reserve the right to charge you the full amount for the period booked.
4. Rooms are reserved until 6pm on the day of arrival. Please let us know if you plan to arrive later than 6pm since hotels reserve the right to let rooms to someone else unless informed accordingly.

Liability

event lab. GbR shall assume liability within the framework of normal commercial prudence. event lab. GbR's liability – regardless of the legal basis – shall be limited to intent and gross negligence. The liability of external service providers commissioned by event lab. GbR shall remain unaffected. Participants attend at their own risk. Oral agreements shall not be binding unless confirmed in writing by event lab. GbR.

Place of performance; jurisdiction; applicable law

The place of performance shall be Leipzig. The venue for the settlement of any disputes arising from this agreement shall be Leipzig. These terms of business are governed by the Law of the Federal Republic of Germany.

Sending this form indicates acceptance of all terms and conditions. Only fully completed and signed forms (3 pages) can be accepted.

SIGNATURE: _____

DATE: ____/____/____