



SYMPOSLIA for EUROPEAN MICROWAVE WEEK

ROME - ITALY
5-10 OCTOBER 2014

INFORMATION NOTE

REGISTRATION

In order to register to the tour organized for the Visit and Tours of European Microwave week , please fill in the online form.

Deadlines for online registration: **FINAL DEADLINE, September 20th 2014 at midnight CET.**

Tour FEES:

The amount is to be intended in euros and includes VAT.

Pre e post congress Tour:

<i>Tour</i>	<i>date</i>	<i>Price</i>
Tour Naples and the ruins of Pompei	October 4th - October 5th	€ 360,00
Tuscany in Wonderland	October 10th - Sunday, October 12th	€ 550,00

<i>Tour</i>	<i>date</i>	<i>Price</i>
<i>A walk downtown and dinner in the Ghetto with private transport included</i>	October 5th	€ 67,50
<i>A walk downtown and dinner in the Ghetto private transport not included</i>	October 5th -	€ 49,50
<i>Baroque Rome Piazza Navona, Sant'Agnese in Agone, Altemps Palace with private transport included</i>	October 6th -	€ 51,00
<i>Baroque Rome Piazza Navona, Sant'Agnese in Agone, Altemps Palace private transport not included</i>	October 6th -	€ 36,00
<i>Borghese Villa and Museum -private transport included:</i>	October 7 th -	€ 72,00
<i>Borghese Villa and Museum -private transport not included</i>	October 7th -	€ 54,00
<i>Capitoline Museums and walk in the ancient Rome- private transport included</i>	October 9 th -	€ 75,00
<i>Capitoline Museums and walk in the ancient Rome- -private transport not included</i>	October 9th -	€ 58,00
<i>Bramante's Cloister, guided walk and dinner downtown private transport included</i>	October 9 th -	€ 71,50
<i>Bramante's Cloister, guided walk and dinner downtown private transport not included</i>	October 9th -	€ 53,50
<i>Domitian Stadium under Navona Square and Vatican Museums by night private transport included</i>	October 10 th -	€ 80,00
<i>Domitian Stadium under Navona Square and Vatican Museums by night private transport not included</i>	October 10th -	€ 63,00
Roma Pass		€ 34,00

Roma Pass: a card offering special discounts on tourist services and in particular: Discount tickets to all the museums and/ or archaeological sites of your choice as well as free access to local public transports (within the territory of the City of Rome). It is valid for 48 hours.

The tour will only be held with a minimum of 20 participants. An individual invoice will be released.

DATA PROTECTION AND PRIVACY

All information is stored in our database according to the Italian Law 196/2003 (and following modifications) concerning the protection of personal data. These data will not be communicated or disclosed to third parties.

ATTENTION!!!

BEFORE STARTING THE REGISTRATION PROCESS YOU SHOULD KNOW THAT:

YOU WILL BE ASKED TO PROVIDE PRECISE INVOICING DATA:

The invoice data you will provide during the registration process are the data that will be effectively used for the invoice. If your registration fee will be covered by your University/Company/Institution, you must provide the Secretariat with the correct details (please do not forget the VAT number).

You can ask for an invoice VAT excluded if your University/Company/Institution belongs to an INTRASTAT Country; again, in order to do that you will be asked its VAT number (the Secretariat will not accept requests of VAT reimbursement).

THE INVOICE PROCESS WILL BE AS FOLLOWS:

The Secretariat **will not issue any pro-forma invoice** (except for very particular cases which will be discussed with the Local Organizing Committee);

Invoices will be sent after the Secretariat receives and registers the due payment.

In case you pay by credit card, please note that you will be charged 4% credit card commissions. This commission will be separately invoiced (without VAT).

THE CANCELLATION POLICY:

1) Tour Naples and the ruins of Pompei – Tuscany in Wonderland Cancellation policy for:

- **Full refund** of the fee for cancellations received **before September 4th 2014** (midnight CET);

- **50% refund** of the fee for cancellations received **before September 15 th 2014** (midnight CET);
- **No refund** for cancellations received **after September 16 th 2014**

Before September 4th (midnight CET)	before September 15th 2014 (Midnight CET)	After September 16th (Midnight CET)
Full refund	50% refund	No refund

2) Other tour cancellation policy :

- **Full refund** for cancellations received **before September 10th 2014** (midnight CET);
- **50% refund** for cancellations received **between September 11th and September 25th 2014** (midnight CET);
- **no refund** for cancellations received **after September 27^h 2014**.

Before September 10th (midnight CET)	Between Sept.11th and 25th 2014 (Midnight CET)	After September 27^h 2014 (Midnight CET)
Full refund	50% refund	No refund

All cancellations must be sent in writing to Symposia at the email address microwavevents@grupposymposia.it

 **THE REFUND PROCESS WILL BE AS FOLLOWS:**

Refunds will be made by the Organising Secretariat starting from 2 months after the beginning of the conference.

You will be charged € 10 as a bank commission expense.