



## Instructor registration form

### Part 1 – Personal details

Title  MR  MRS  MS

Name
Surname
Address
ZIPcode
City
Country
E-mail
Telephone
Name institution

### Part 2 – Student details\*

	Name	Surname	Sex
1			
2			
3			
4			
5			
6			
7			

Note: \*The organisation will try to accommodate as many students as possible, depending on the number of places available. Actual placement will be announced at the end of May 2009. Placement will be done in order of registration date.

### Part 3 – Accommodation

Arrival date		Nights:
Departure date		
Type of room 4 person	<b>Package fee (full package)</b> 8 days including breakfast, lunches, 3 meals, student seminar supporting program and registration at the EASM conference including welcoming cocktail party with food.	
Registration before May 1 <sup>st</sup>	<b>€ 800,-</b>	

Registration after May 1 <sup>st</sup>	<b>€ 1.000,-</b>
Type of room 2 person	<b>Package fee (full package)</b> 8 days including breakfast, lunches, 3 meals, student seminar supporting program and registration at the EASM conference including welcoming cocktail party with food.
Registration before May 1 <sup>st</sup>	<b>€ 1.000,-</b>
Registration after May 1 <sup>st</sup>	<b>€ 1.200,-</b>
<p>Note: Unfortunately it was impossible to reserve many two persons rooms in advance, which means the room will have to be shared depending on the number of participating instructors. We will do our best to accommodate you with colleagues you are already familiar with, we will contact you about this in due time.</p> <p>Please tick which option you prefer and we will try to accommodate you as best we can.</p> <ul style="list-style-type: none"> <li><input type="radio"/> I can share a room with one person (double room, single beds)</li> <li><input type="radio"/> I can share a room with a maximum of three persons (4 person room, single beds)</li> </ul>	

#### **Part 4 – Payment**

Payment has to be fulfilled before June 1<sup>st</sup> 2009.

Please specify the form of payment and invoice address:

- Institution is paying for instructor and student(s)
- Institution is paying for instructor only

Title  MR  MRS  MS

Name institution
Name
Surname
Invoice address
ZIP code
City
Country
E-mail
Telephone

#### **Bank transfer**

The bank details are named at the account you will receive from the organisation.

**Cancellation policy**

Cancellations must be received in writing in order for refunds to be processed.

100% refunds for cancellations received in writing before June 10<sup>th</sup>.

50% refunds for cancellations received in writing before August 10<sup>th</sup>.

0% refunds for cancellations received in writing after August 10<sup>th</sup>.

**Personal statement**

I certify that the information contained in this booking form is true and complete.

I also express my consent to the processing of my personal data by Seminar Committee EASM. I understand that the organisation of ESSISA / EASM will keep my personal data confidential.

Date: .....

Signature: .....

**Contact information organisation**

Hogeschool van Amsterdam

Mrs. Esther Purmer

Dr. Meurerlaan 8

1067 SM Amsterdam

E: e.purmer@hva.nl

T: 0031-20-5953475

F: 0031-20-5953445

W: www.easm2009.com

**Contact information EASM Conference organisation**

If you have any questions concerning financial matters please contact Arko Sports Media, mrs Kim van der Haar (senior project manager), telephone 0031-30-6028095 or e-mail [easm@arko.nl](mailto:easm@arko.nl).

*For complete registration you can send this form to Arko Sports Media by fax 0031-30-6052618 or e-mail the required information to [easm@arko.nl](mailto:easm@arko.nl).*