**UPEC 2016 Registration Form**

**Please Print Clearly (This information will be used for registration purposes)**

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| **NAME****(as to be shown on Conference Badge)** | **Title:** | **First Name:** | **Surname:** |
| **Institution:** |  |
| **Address:** |  |
| **Post code:** |  | **City/Country:** |
| **Telephone:** |  | **IET/IEEE Member No:** |
| **Email:** |  | **Student No:** |
| **Identity Card or Passport Number No:** |  |

**Please Print Clearly (This information will be used for the invoice document)**

|  |  |
| --- | --- |
| **Institution OR your full name:** |  |
| **Address:** |  |
| **Post code:** |  | **City/Country:** |
| **Telephone:** |  |
| **Email:** |  |
| **VAT number (TAX payer number or fiscal code)** |  |

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| **CONFERENCE FEES** |
| **EARLY REGISTRATION – If payment is received ON & BEFORE 26th July 2016 AMOUNT PAID** |  | **No.** | **Value** |
|  | REGISTRATION FEE FOR IET, IEEE MEMBERS | **€450** |  |  |
|  | REGISTRATION FEE FOR NON-MEMBERS IET OR IEEE | **€500** |  |  |
|  | REGISTRATION FEE FOR IEEE STUDENT MEMBER**\*** | **€270** |  |  |
|  | REGISTRATION FEE FOR STUDENT**\*** | **€320** |  |  |
| **LATE REGISTRATION – If payment is received AFTER 26th July 2016** |
|  | REGISTRATION FEE FOR IET, IEEE MEMBERS | **€500** |  |  |
|  | REGISTRATION FEE FOR NON-MEMBERS IET OR IEEE | **€550** |  |  |
|  | REGISTRATION FEE FOR IEEE STUDENT MEMBER**\*** | **€320** |  |  |
|  | REGISTRATION FEE FOR STUDENT**\*** | **€370** |  |  |
| **ACCOMPANYING PERSON(S)** |
|  | Registration for the Accompanying Person includes welcome dinner, civic reception, conference banquet and technical/cultural visit. | **€175** |  |  |
| **TOTAL PAYABLE** |  |  |  |

**\* Student registration MUST be accompanied by letter from the Department/Institute Head confirming full-time student status**

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| **DIETARY REQUIREMENTS FOR CONFERENCE DINNER**None Vegetarian Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **REGISTRATION/CONFERENCE FEES**Registration for the conference includes attendance of technical sessions and invited lectures, all coffee breaks, lunch, two evening receptions, conference banquet, social/technical visit, transport to and from venues and delegate pack.Participants without papers submitted can attend the conference by registering and paying registration fees. |

**PAYMENT METHOD**

**Complete the BANK TRANSFER PAYMENT FORM** – All charges to be paid by sender. The copy of the Bank Transfer receipt should be sent by email to UPEC 2016 Secretary (upec2016@isec.pt). The form can be downloaded from UPEC 2016 website on the Registration page.

**TO QUALIFY FOR THE LOWER REGISTRATION FEE, ENSURE PAYMENT IS RECEIVED BY 26th JULY 2016**

**Cancellation Policy:**

* All cancellations of Conference Registration, which must include your full bank account details, should be sent in writing to the UPEC 2016 Secretary (upec2016@isec.pt).
* Cancellations received no later than 9 August 2016 will be refunded in full EXCEPT for the administrative fee of €50. Refund requests received after 9 August 2016 may not be considered.
* No cash refunds will be made at the Conference.
* All refunds will be processed and paid by bank transfer after the Conference.

 **I have read and accepted the Cancellation Policy.**

Authors must register and present their papers at the conference. Failure to pay correct conference fee will exclude the paper from the conference proceedings.

**TITLE(s) OF PAPER(s) PRESENTED BY YOU (maximum of 2)**

1. **Paper Title: ............................................................................................................... (paper ID no. .......)**
2. **Paper Title: ............................................................................................................... (paper ID no. .......)**

**PLEASE PROVIDE THE FOLLOWING INFORMATION**:

I shall be accompanied by (complete only if you choose to pay for ACCOMPANYING PERSON(S)):

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Arrival date/time estimated to be:

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