

UPEC 2016 Registration Form

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

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)			

CONFERENCE FEES				
EARLY REGISTRATION – If payment is received ON & BEFORE 26 th 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 26 th 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

Address: Instituto Politécnico de Coimbra/Instituto Superior de Engenharia de Coimbra (IPC/ISEC), Rua Pedro Nunes – Quinta da Nora, 3030-199 Coimbra, Portugal (GPS: N 40 11.575 W 8 24.698)

UPEC 2016 Email: upec2016@isec.pt, Phone: +351 239 790 200, Fax: +351 239 790 201

DIETARY REQUIREMENTS FOR CONFERENCE DINNER

☐ None ☐ Vegetarian ☐ Other _____

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)):

.....

Arrival date/time estimated to be:

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