Please fill in the accommodation (registration included) form and send it to Ea Organization with the following contact information.

**Ea Organization**
**Address:** Göksu Evleri Çamlık Cad. No:191, Anadolu Hisarı, İstanbul-TURKEY

**Fax:** +90 (216) 46540 48
**E-mail:** thed@eaorganizasyon.com.tr

**Phone:** +90 (216) 465 35 40

**1- Personal Information**

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  | **Surname** |  |
| **Institution** |  |
| **City** |  |
| **Mobile Phone** |  |
| **E-mail** |  |

**2- Accommodation (Includes registration)**

I agree that a registration invoice of 18% VAT with 220 TL and an accommodation invoice with 8% VAT on the remaining amount will be issued on behalf of the title in the invoice information section with the purchase of accommodation. I would like you to submit the invoice dated May 28, 2020, which is the date of the congress, to me during the congress.

**Please select an hotel:**

~~Gülümser Hatun Termal Otel (Congress Hotel)~~ – Full

**Yoncalı Termal Otel (900 meter/11 min by walking to congress hotel)** [ ]

|  |  |
| --- | --- |
| **ACCOMMODATION****(Registration included)** | **Onsite** |
| **After 14 March 2020** |
| **THED MEMBER** | **Faculty Member** | **Single** | [ ]  2.500 TL |
| **Double per person\*** | [ ]  2.250 TL |
| **Triple per person\*** | [ ]  2.050 TL |
| **Specialist, Research Assistant, Student** | **Single** | [ ]  2.450 TL |
| **Double per person\*** | [ ]  2.150 TL |
| **Triple per person\*** | [ ]  1.750 TL |
| **NON MEMBER** | **All participants** | **Single** | [ ]  3.200 TL |
| **Double per person\*** | [ ]  2.990 TL |
| **Triple per person\*** | [ ]  2.800 TL |
|  **Accompanying person** |  1.150 TL\*\* [ ]  |

 \* If you are staying in a double or triple room, you must send us your 2nd or 3rd person information.
\*\* When a participant who is staying in a single room brings a companion; single room fee + 1.150 TL companion fee. After companion payment, the room will be converted to a double room.

**CANCELLATION AND REFUND POLICY**

* No refunds will be made as of 7 February 2020. Name changes after this date will be acceptable.
* For cancellation requests made before February 7, 2020, 10% of the payment amount will be cut and returned.
* Registration and accommodation cancellation request must be notified to Ea Organization in writing.
* All refunds will be made after the congress.
* 18% VAT is included in the registration fees and 8% VAT is included in the accommodation fees.

• Specialist, Research Assistant, Students are required to present their documents together with the payment receipt, if not, the fee will be charged.

• In order to benefit from the membership fees, the membership must be active and the membership fee of 2019-2020 must be paid.

• The registration fee for the faculty members, experts, research assistants and students is as follows: 3 nights accommodation at the selected hotel including 28 May 2020 entrance and 31 May 2020 exit, name badge, certificate of attendance, congress bag, congress documents (Congress summary book + pocket program), participation in scientific meetings, entrance to the stand area, breakfast, lunch and dinner (1 soft drink for lunch and dinner)

• Accompanying fee: May 28, 2020 entrance, May 31, 2020 exit double room accommodation, breakfast, lunch and dinner (1 soft drink for lunch and dinner)

• The service is sold as a package. Late check-in, early check-out will be no-show.

• Check-in time is 14:00. Early check-in is subject to availability. Check-out time is 12:00. Late departures and post-check-out services are subject to an extra charge.

**DOUBLE & TRIPLE 2. And 3. PERSON INFORMATION**

**2. PERSON Name: Surname: E-mail: Mobile:**

**3. PERSON Name: Surname: E-mail: Mobile:**

**INVOICE**

**Please choose one of them \*(needed)**

**Company:**  **Person:**  **University:**

After the invoice cut, the expenses arising from the changes I will make in my billing information will be covered by me.
I approve that my invoice will be issued in accordance with the information given below.

**INVOICE DETAILS**

**Company / Person / University Name:**

**Company / Person / University Address:**

**Company / University Tax Office:**

**Company / University Tax Number & Identity:**

**For those who want to pay by BANK TRANSFER:**

**BANK INFORMATION**

**Bank Name: Denizbank**

**Account Name: Ea Organizasyon**

**Branch / Code: Altunizade / 9930**

**Account Number: 4843153-351**

**IBAN: TR76 0013 4000 0048 4315 3000 01**

**You should keep a copy to keep it in your records.**

With this signature, I declare that I have read and accept the accuracy of my accommodation information on pages 1 and 2, as well as the conditions of cancellation and without any pressure.

I accept that I have completed my billing information above.

**Date Name-Surname Signature**

**CREDIT CARD PAYMENT FORM**

**Date**  **:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credit card holder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Passport no : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credit Card Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expiration date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Security code :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(The last three digits on the back of the credit card)

**Bank name :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Card type :** Visa Master Card Other

**Payment details**

**Amount to be collected (by number):**

**Amount to be collected (in writing):**

I confirm the accuracy of the information given above, and request and undertake the payment of the amount specified for the service performed with my credit card number above.

**Signature (signature by fax or mail before the congress) Signature (in registration desk)**

**Please fill in the form completely and send it to thed@eaorganizasyon.com.tr or +90 (216) 46540 48 (fax).**