

## GENERAL CONDITIONS

### REGISTRATION:

*The registration form must be completed and sent with payment altogether;  
If payment arrives without the corresponding form the bookings won't be considered;*

**REGISTRATION FEES INCLUDE:** access to all sessions, paper and CD-ROM proceedings, programme booklet, lunches, dinners (including Gala dinner) and technical tours.

**GiESCO Member Registration** includes "Regular Registration" and "GiESCO Subscription".  
*If you are a full member GiESCO, you must pay for the 2 years subscriptions of the organization (100 € for 2013 and 2014), together with the registration fees. However if you had individually subscribed to the PAV and-review + 'Revue Française d'Œnologie' paper Journal you don't have to pay the GiESCO subscription.*

**One Day Registration** includes access to the daily sessions, proceedings on CD-ROM, programme booklet, lunch, dinner and technical tours of the day. It excludes Gala dinner and paper proceedings. Not available for the Tuesday, July 9th, 2013.

**Student Registration** includes access to all sessions, Proceedings on CD-ROM, programme booklet, lunch, dinner (including the Gala dinner) and technical visits. The "Student Registration" requires proof of student status, at the time of registration.

**Student One Day Registration** includes access to sessions of the day, Proceedings on CD-ROM, programme booklet, lunch, dinner and technical visits. It excludes Gala dinner and paper proceedings. Not available for the Tuesday, July 9th.

### Accompanying Person

*A special program will be available, provided that there are a minimum number of participants.*

### CONFIRMATION:

*All services should be requested at the registration form.*

*Confirmation of registration will be sent upon payment arrival.*

*Until payment is received, the registration will be on hold and won't be considered.*

*Please note that no voucher will be sent. The secretariat will send a confirmation mentioning all requested services by email.*

### CONGRESS MEALS: (cocktail, lunches and dinner)

*Will only be considered if selected on the registration form*

### HOTEL RESERVATION

*Skyros-Congressos will handle all the hotel accommodation requirements for **GIESCO 2013** participants. Accommodation should be booked at the registration form. The hotel rooms will be allocated on a first come, first served basis.*

*No reservations will be considered without payment:*

**Until May 7<sup>th</sup>, 2013 one night deposit** is required to guarantee each accommodation request, for these reservations full Payment is compulsory **until June 6<sup>th</sup>, 2013**, if not received until this date only the first night will be confirmed and the remaining night(s) will be automatically cancelled.

**After June 6<sup>th</sup>, 2013** all the new bookings must be fully paid with credit card.

Reservation changes must be sent to the congress secretariat **until June 6<sup>th</sup>, 2013.**  
Skyros-Congressos will not be able to guarantee rooms **after June 6<sup>th</sup>, 2013.**  
A confirmation letter will be sent to the e-mail address mentioned on the registration form after receiving payment for all requested services.

Confirmation Letter is a valid hotel and registration voucher.

## **CANCELLATION POLICY**

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All changes or cancellations have to be addressed in writing to the secretariat Skyros Congressos. Please don't contact the hotel directly.

### **► HOTEL ACCOMMODATION:**

Cancellations received **before May 7<sup>th</sup>, 2013** – full refund will be granted only deducted of any bank charges and €40 tax of handling fee

Cancellations received **between May 7<sup>th</sup> and June 6<sup>th</sup> 2013** – first deposit will be charged (1 night accommodation)

Cancellation received **after June 6<sup>th</sup> 2013** – no refund will be granted.

Early departure/Late arrival – full payment will be requested, no refund of any amount already paid.

In case of no-show, the hotel will automatically release the reservation and payment will be non-refundable.

### **► REGISTRATIONS:**

Cancellations received **before May 7<sup>th</sup> 2013** – full refund will be granted only deducted of any bank charges and €50 tax of handling fee.

Cancellations received **between May 7<sup>th</sup> and June 6<sup>th</sup> 2013** – 50% refund only deducted of any bank charges and €50 tax of handling fee.

Cancellation received **after June 6<sup>th</sup> 2013** – no refund will be granted.

## **REIMBURSEMENTS**

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All reimbursements will take place after the Congress

## **IMPORTANT**

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The registration acceptance will end/ close on **June 28<sup>th</sup>, 2013.**

All services requested after this date will only be accepted on site and they must be paid directly even if requested by a company. These services are subject to availability.

## **CHANGES**

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The Reservation changes will be accepted until **June 28<sup>th</sup>, 2013**

**On Site** will be charged 20€ per change.

Any change or cancellation must be informed in writing to Skyros-Congressos by the email address [giesco2013@skyros-congressos.com](mailto:giesco2013@skyros-congressos.com)

## RECEIPTS

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The on-site Secretariat will only issue receipts for services requested on site.

Receipt changes will only be allowed if requested during the period of 30 days after the issue of the first document and only before or after the Congress never onsite.

## CERTIFICATES

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All certificates should be picked up onsite. If forgotten the secretariat can send them, if requested in writing, until 30 days after the event. After this term Skyros-Congressos won't be responsible for issuing more certificates.

## PAYMENT METHOD DETAILS

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For security reasons, the Secretariat won't accept cash payments or personal checks.

➤ **Bank Transfer** - Payable to SKYROS-CONGRESSOS,LDA

Details of payment: "GIESCO2013 / participants name".

Participant's name must be clearly stated as well as the services the amount refers to.

Copy of the payment must be sent to Skyros together with the registration form.

Please note that all bank fees / charges must be paid by the transmitter.

After **June 7<sup>th</sup>, 2013** only credit card will be accepted.

Bank Details: SYROS – Congressos, Lda.  
Bank: Santander Totta  
Branch: Antas – Oliveira Martins – Porto  
Account Number: 0003 26815654020  
IBAN: PT50 0018 0003 26815654020 16  
Swift: TOTAPTPL

➤ **Bank Transfer (Only valid for payments settled in Portugal, using Portuguese Bank Accounts)** - NIB: 0018 0003 26815654020 16

➤ **Credit Card (Payment settled through a Security System)**

- Visa
- American Express
- Mastercard