

12th European Conference of Medical and Health Libraries

14th-18th June, Lisboa - Portugal,

REGISTRATION & HOTEL BOOKING FORM

Please fax or mail, to:

Top Atlântico DMC - Congress Department - Att: Mr. Vitor Alves
Av. Dom João II, Lote 1.16.1 – 1900-083 Lisboa, Portugal
Tel : (+ 351) 218 925 405 Fax : (+ 351) 218 925 406
e-mail: lisboa.congress@topatlantico.pt



A PERSONAL DATA – Please fill in

Prof. Dr. Mr. Mrs. Ms.

Last Name: _____ First Name: _____

Organization: _____

Address: _____

City: _____ Country: _____ Postal Code: _____

Tel: _____ Fax: _____ e-mail: _____

Mobile phone: _____ Date of Birth: _____

Are you a member of EAHIL? Yes No

Is this your first time at the EAHIL Conference? Yes No

Do you authorize us to inform your e-mail address to the conference exhibitors? Yes No

Special diet requirements: Vegetarian Other, please specify: _____

B ACCOMPANYING PERSON(S) – Please fill in

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

C REGISTRATION FEES – Please tick-off and fill in

	Before April 30 th , 2010	After April 30 th , 2010	Total in EUR
Delegate	<input type="checkbox"/> € 380,00	<input type="checkbox"/> € 430,00	€ _____
Accompanying Person(s): _____ x	<input type="checkbox"/> € 230,00	<input type="checkbox"/> € 230,00	€ _____
Total amount for Registration			€ _____

Participant registration fee includes attendance to all scientific sections, conference bag, lunches and coffee-breaks during the congress, entrance to Welcome Reception June 16th, Library visit, June 17th and gala dinner June 18th. Accompanying person registration fee includes Welcome Reception June 16th, Library visit, June 17th Lisbon city tour and gala dinner June 18th.

D CONTINUING EDUCATION COURSES – Please tick-off and fill in

If you wish to participate in CEC courses please indicate your selection(s) below. Bookings will be confirmed on a *first come, first served* basis. There is a limited number of 25 participants per each course and a minimum of 7 participants. am courses from 09:00 till 13:00 and pm courses from 14:00 till 18:00. We reserve the right to cancel or re-schedule any course if a pre-determined minimum number of participants do not register within the specified time frame. In this case all registrants will be notified and reimbursed until May 15th.

Ref.	Theme	Lecturer	Date	Duration	Cost
<input type="checkbox"/> - CEC 01	Access to fulltext articles Acesso aos textos integrais dos artigos (Portuguese language)	Teresa Costa, Helena Donato, Manuel Montenegro	14 th June	Half day am	Free
<input type="checkbox"/> - CEC 02	Scholarly publishing and open access	Eloy Rodrigues	14 th June	Half day am	€ 60,00
<input type="checkbox"/> - CEC 03	BioMedical web nuggets	Friedhelm Rump	14 th June	Half day am	€ 60,00
<input type="checkbox"/> - CEC 04	Canceled	Canceled	Canceled	Canceled	-----
<input type="checkbox"/> - CEC 05	Emerging technologies and tools (Portuguese language)	Pedro Principe	14 th June	Half day pm	€ 60,00
<input type="checkbox"/> - CEC 06	Emerging technologies and tools	Guus Van den Brekel	14 th June	Half day pm	€ 60,00
<input type="checkbox"/> - CEC 07	Writing for Scientific / Academic publications	António Vaz-Carneiro	14 th June	Half day pm	€ 60,00

<input type="checkbox"/>	CEC 08	The use of group reflection to evaluate projects: using the knowledge we have to create seas of change	Barbara Sen	14 th June	Half day pm	€ 60,00
<input type="checkbox"/>	CEC 09	Bibliometrics: an introduction	Suzanne Bakker	15 th June	Half day am	€ 60,00
<input type="checkbox"/>	CEC 10	How to design and start a Library Liaison Program	Blair Anton	15 th June	Half day am	€ 60,00
<input type="checkbox"/>	CEC 11	Strategic planning for the health information libraries: a Quantum2 workshop	Gabrielle Derriks	15 th June	Half day am	€ 60,00
<input type="checkbox"/>	CEC 12	PICO workshop	Hans Ket and Marion Heijmans	15 th June	Whole-day	€ 100,00
<input type="checkbox"/>	CEC 13	Promoting HINARI among international visitors from eligible countries	Lenny Rhine	15 th June	Whole-day	Free
<input type="checkbox"/>	CEC 14	Navigating the evidence base: planning And delivering effective library services	Andrew Booth	15 th June	Half day pm	€ 60,00
<input type="checkbox"/>	CEC 15	Effective survey design: ask the right questions, get the right answers	Deborah H. Charbonneau	15 th June	Half day pm	€ 60,00
<input type="checkbox"/>	CEC 16	How to develop a search strategy for a systematic review	Mala Mann	15 th June	Half day pm	€ 60,00

Half day course € 60,00 Participation in 2 half day courses € 100,00 **Total amount for CEC courses** €

E TRANSPORTATION TO/FROM CEC COURSES - Please tick-off

On the 14th and 15th June 2010 transportation in the morning at 08:00, from Estoril Congress Center to Gulbenkian Foundation in Lisbon, and vice-versa in the afternoon at 18:00, will be provided for the participants registered for the CEC courses. Please indicate if you will use the conference transportation buses.

Transportation to / from Lisbon Yes Number of persons _____ Date(s): 14th June 15th June No

F ACCOMMODATION – Please tick-off and fill in

Hotel	Category	Single room	Double room	Total in EUR
Palácio Estoril	*****	<input type="checkbox"/> € 170,00	<input type="checkbox"/> € 180,00	€ <input type="text"/>
Inglaterra	****	<input type="checkbox"/> € 160,00	<input type="checkbox"/> € 170,00	€ <input type="text"/>
Estoril Eden	****	<input type="checkbox"/> € 110,00	<input type="checkbox"/> € 120,00	€ <input type="text"/>
Alvorada	***	<input type="checkbox"/> € 96,00	<input type="checkbox"/> € 106,00	€ <input type="text"/>
Lido	***	<input type="checkbox"/> € 90,00	<input type="checkbox"/> € 100,00	€ <input type="text"/>
Vila Galé Estoril	****	<input type="checkbox"/> € 80,00	<input type="checkbox"/> € 100,00	€ <input type="text"/>
Vila Galé Cascais	****	<input type="checkbox"/> € 80,00	<input type="checkbox"/> € 100,00	€ <input type="text"/>
Londres	***	<input type="checkbox"/> € 76,00	<input type="checkbox"/> € 76,00	€ <input type="text"/>
Sana Estoril	**	<input type="checkbox"/> € 72,00	<input type="checkbox"/> € 82,00	€ <input type="text"/>
São Mamede	**	<input type="checkbox"/> € 40,00	<input type="checkbox"/> € 52,00	€ <input type="text"/>
Total amount for Accommodation				€ <input type="text"/>

Rates are in Euros (€) per room, per night, including breakfast, VAT and taxes. These special rates are available only if booking is made and paid through Top Atlântico DMC. Reservation requests will be confirmed on a *first come, first served* basis. If your choice is no longer available a similar alternative accommodation will be offered.

G SOCIAL PROGRAMME - Please tick-off and fill in

Please indicate the social activities that you and your accompanying person(s) will attend. First Timers get-together is only for First Timers.

Social activity	Date	Duration	Departure	Attendance
<input type="checkbox"/> First Timers get-together	Tuesday, 15 th June	2 hours	19:00	Yes <input type="checkbox"/> Number of persons _____ No <input type="checkbox"/>
<input type="checkbox"/> Welcome reception	Wednesday, 16 th	1 hour	19:00	Yes <input type="checkbox"/> Number of persons _____ No <input type="checkbox"/>
<input type="checkbox"/> Library Visit	Thursday, 17 th June	4 hours	14:30	Yes <input type="checkbox"/> Number of persons _____ No <input type="checkbox"/>
<input type="checkbox"/> Gala dinner	Friday, 18 th June	3 hours	19:30	Yes <input type="checkbox"/> Number of persons _____ No <input type="checkbox"/>
<input type="checkbox"/> Gala dinner for accompanying persons not registered:	€ 75,00 x _____ Person(s) = <input type="text"/>			

H ACCOMPANYING PERSONS TOUR (INCLUDED) - Please tick-off and fill in

Lisbon city tour is included for accompanying persons. Please indicate if your accompanying person(s) will participate. The tour will depart from Estoril Congress Center. Lunch included.

Tour	Date	Duration	Departure	Attendance
<input type="checkbox"/> Lisbon city tour	Friday, 18 th June	6 hours	09:00	Yes <input type="checkbox"/> Number of persons _____ No <input type="checkbox"/>

I**PRE /POST CONFERENCE OPTIONAL TOURS - Please tick-off and fill in**

No minimum number of persons required.

	Date	Tickets per person	Total
<input type="checkbox"/> Sintra / Cape Roca / Guincho (Daily) Half day (4 hours) € 62,00	_____ 13:30	<input type="checkbox"/> Ticket(s) x € 62,00	€ _____
<input type="checkbox"/> Óbidos / Nazaré / Fátima (lunch included) (Daily) Full day (9 hours) € 92,00	_____ 07:30	<input type="checkbox"/> Ticket(s) x € 92,00	€ _____
<input type="checkbox"/> Madeira – by plane (Daily departures) (5 days / 4 nights) Per person in Single room € 939,00	_____	<input type="checkbox"/> 1 Person x € 939,00	€ _____
Per person in Double room € 734,00	_____	<input type="checkbox"/> 2 Persons x € 734,00	€ _____
Total amount for Pre / Post Conference Tours			€ _____

J**CANCELLATION POLICY****Registration and CEC Courses:**

Please note that cancellations will only be accepted until April 30th 2010. No refunds will be issued after this date. Refunds will only be given – less € 80,00 service charge – after the conference ends.

CEC Courses: We reserve the right to cancel or re-schedule any course if a pre-determined minimum number of participants do not register within the specified time frame. In this case all registrants will be notified and reimbursed until May 15th.

Accommodation and Tours:

All bookings must be fully prepaid. Requests received without payment will not be considered. Upon payment an official confirmation letter will be sent. Cancellations received before April 30th 2010 will be refunded after the congress, minus € 25,00 administrative fees. After this date no refunds will be made. All refunds will be processed until 60 days after the Congress.

K**FORM OF PAYMENT – Please tick-off and fill in**

- Certified Bank Cheque**, made payable to Top Atlântico DMC (Please attach or fax a copy of the certified bank cheque) (Personal cheques not accepted).

Number: _____ Bank: _____ Amount: € _____

- Swift Bank Transfer** (Please enclose copy of the bank order), to:

Top Atlântico DMC – Viagens Turismo, S.A.
IBAN: PT50 0033 0000 0000 8770 6440 5
Swift Code: BCOMPTPL
Bank: Banco Comercial Português
Address: Av. José Malhoa, Lote 1682, Piso 3
1099-007 Lisboa, Portugal

Name of bank: _____ City: _____ Amount: € _____

(All bank expenses must be borne by the participant)

- Credit card:**

   Other

Cardholder's Name _____

Card number: _____ Exp. Date _____ / _____

Three last digits mentioned on the back of the card (Except AMEX): _____

I herewith authorize Top Atlântico DMC, to debit this credit card for the amount of € _____

Signature: _____ Date: _____

Information to issue the Receipt:

Receipt in the name of: _____

Address: _____ City: _____

Country: _____ Postal Code: _____ VAT Number: _____

Liability:

Personal travel insurance is strongly recommended, as the Organising Committee and Top Atlântico DMC act as agents only in securing hotels, transport and travel services and in no event shall be liable for acts or defaults in case of injury, damage, loss, accident, delay or irregularity of any kind whatsoever during arrangements organised through contractors or the employees of such contractors in carrying out services. Hotel and transportation services are subject to the terms and conditions under which they are offered to the public in general. The Organising Committee reserves the right to make changes where deemed necessary, without prior notice to parties concerned. All disputes are subject to the Portuguese law.

PLEASE FAX TO (+ 351) 218 925 406

An official confirmation will follow soonest possible. If you have chosen payment by certified bank cheque or swift bank transfer please make sure that you have duly completed all the payment details, otherwise your form will not be considered. If you have chosen payment by credit card please make sure that you have correctly filled all the required information, otherwise your form will not be considered.