



Network of Universities
from the Capitals of Europe

5th UNICA Scholarly Communication Seminar “Find it, Get it, Use it, Store it”

Rectorat UNL (Lisbon) and FCT/UNL (Caparica), Portugal

8th and 9th November 2010



REGISTRATION & HOTEL BOOKING FORM

You are kindly requested to submit your registration form as soon as possible, preferably before October 11, 2010

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 tick-off and fill in

Prof. Dr. Mr. Mrs. Ms.

Last Name: _____ First Name: _____

Institution: _____

Department: _____

Address: _____

City: _____ Country: _____ Postal Code: _____

Tel: _____ Fax: _____ e-mail: _____

Special diet requirements: Vegetarian Other, please specify: _____

Arrival:	Departure:
Date: _____ Time: _____ Flight number: _____	Date: _____ Time: _____ Flight number: _____

B PRESENTATIONS – Please tick-off and fill in

Are you presenting a paper in the seminar? Yes No

If yes please indicate the **paper title**: _____

C ACCOMPANYING PERSON(S) – Please fill in

Last Name: _____ First Name: _____

D REGISTRATION FEES – Please tick-off and fill in

UNICA member / Speaker	<input type="checkbox"/>	Free	Total in EUR
Non-UNICA member	<input type="checkbox"/>	€ 150,00	€
Accompanying Person	<input type="checkbox"/>	€ 70,00	€
Total amount for Registration			€

Participant registration includes attendance to all scientific sections, welcome reception, cultural moment, lunches (2 days) and coffee-breaks (2 days), conference dinner. Accompanying person registration includes welcome reception, cultural moment and conference dinner.

E ACCOMMODATION – Please tick-off and fill in

Arrival Date: _____ Departure Date: _____ Number of nights: _____

Hotel	Category	Single room	Double room	Total in EUR
Sana Malhoa	* * * *	<input type="checkbox"/> € 80,00	<input type="checkbox"/> € 90,00	€
Ibis Malhoa	* *	<input type="checkbox"/> € 64,50	<input type="checkbox"/> € 70,00	€
Total amount for Accommodation				€

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.

F SIGHSEEING TOURS – Please tick-off and fill in

No minimum number of persons required.

	Date	Tickets per person	Total in EUR
<input type="checkbox"/> <u>Lisbon City Tour (Daily)</u> Half day (3 hours) € 32,00	_____ 09:00	<input type="checkbox"/> Ticket(s) x € 32,00	€ _____
	_____ 14:30	<input type="checkbox"/> Ticket(s) x € 32,00	€ _____
<input type="checkbox"/> <u>Sintra / Estoril / Cabo da Roca (Daily)</u> Half day (4 hours) € 54,00	_____ 14:30	<input type="checkbox"/> Ticket(s) x € 54,00	€ _____
<input type="checkbox"/> <u>Óbidos / Nazaré / Fátima (lunch included) (Daily)</u> Full day (9 hours) € 84,00	_____ 09:00	<input type="checkbox"/> Ticket(s) x € 84,00	€ _____
<input type="checkbox"/> <u>Évora (lunch included) (Tuesdays and Saturdays)</u> Full day (9 hours) € 79,00	_____ 09:00	<input type="checkbox"/> Ticket(s) x € 79,00	€ _____
Total amount for optional sightseeing tours			€ _____

G CANCELLATION POLICY

Registration: In case of cancellation, and provided that written notice is received by Top Atlântico before the 1st October 2010, 80% of the registration fee will be refunded. We regret that no refunds can be made for cancellations after that date. "No-shows" are non-refundable and are liable for the full registration fee.

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 September 24th 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 Conference.

H 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.