

Please read the following information carefully before registering:

Registration & Accommodation

- All fees are quoted in **Euro (€)**, taxes are included.
- We require payment in Euro, please note, that payment in any other currency will not be accepted.
- When you sign up, keep **your company's exact billing address and VAT number** ready.
- The early registration fee can only be enforced if **payment is received before the deadline.**
- Room reservations are only guaranteed if the payment is settled until the deadline indicated on the proforma invoice. Hotel rooms cannot be hold without a payment guarantee.
- Altagra cannot be held liable for any damage or loss of any hotel property during the stay of the guests/delegates. The guests will be exclusively and solely responsible for any damage or loss caused in the hotel room or any public area within the hotel's premises.

Payment Details

- Please note, that we ask for **100% deposit** of the registration and accommodation fee.
- **Proforma invoice** will be automatically generated and sent to the delegates **in a separate email.**
- You can pay your registration fee, the accommodation fee and any additional services ordered by **bank transfer only, we are sorry, we cannot accept credit card payment.**
- Please make sure to pay the amount due **by the deadline.**
- You will find our **banking details on the proforma invoice.**
- Once the payment has been received, we will issue a **tax invoice.** You can specify during the registration process to which e-mail address we should send it (e.g. your address, or that of the financial department of your institution).
- Registration for the conference counts as an **order** and will result in payment unless you cancel within the specified cancellation period.

Invoicing

- Please read carefully the [invoicing information.](#)

- **Bank charges must be covered by the sending party**, however, bank charges associated with refund have to be covered by the receiving party.

Cancellation conditions:

- In the very unlikely event, that you have to cancel your participation, please send an e-mail to ezham@altagra.hu. Please note, that cancellation can be accepted in writing only.
- If cancellation is received by 06 September 2024, the participation fee already paid will be refunded.
- For cancellations received between 07 September and 20 September, a 50% technical fee will be charged.
- For cancellations received between 21 September and 04 October, a 75 % technical fee will be charged.
- For cancellations received after 05 October, we are not in a position to pay any refund, however, we are ready to accept the transfer of the right of participation to another person.

Insurance:

Altagra carries a liability insurance for its activities. Liability insurance does NOT cover any personal injuries to participants resulting from an accident, travel damage, flight delays and baggage damage.