GENERAL INFORMATION

SYMPOSIUM VENUE:

Czech Technical University (CTU)
Faculty of Civil Engineering
Thákurova 7, 166 29 Prague 6, Czech Republic
Phone: +420 224 354 951
Fax: +420 224 310 774

The Symposium venue will be the **Faculty of Civil Engineering** on the Dejvice campus of the Czech Technical University, just 15 minutes by taxi from the Prague Airport and approx. 20 minutes walk from the **Prague Castle**.

LANGUAGE:
Official language of the symposium is English. No simultaneous translation will be provided.

REGISTRATION DESK AT THE SYMPOSIUM VENUE:
During the Symposium the secretariat and the Registration desk will be located at the Faculty of Civil Engineering, CTU with the following time schedule:

Sunday, September 11, 2011	**14:00 – 18:00**
Monday, September 12, 2011	**08:00 – 18:00**
Tuesday, September 13, 2011	**08:00 – 18:00**
Wednesday, September 14, 2011	**08:00 – 18:00**
Thursday, September 15, 2011	**08:00 – 18:00**
Friday, September 16, 2011	**08:00 – 14:00**

REGISTRATION FEES:	**Early bird registration** (before March 21, 2011)	**Early registration** (before July 15, 2011)	**Late registration** (after July 15, 2011)
Delegates	**EUR 350**	**EUR 400**	**EUR 450**
Students	**EUR 200**	**EUR 250**	**EUR 300**
Accompanying persons	**EUR 130**	**EUR 150**	**EUR 150**

No fee will be applicated on CIPA - execution board

REGISTRATION FEE COVERS:
- Admission to the scientific sessions
- Symposium materials (Symposium kit, Copy of the reviewed and published papers, CD with full papers etc.)
- Lunches and refreshments served during the Symposium
- Technical excursion attendance on Thursday, September 15, 2011
- Welcome Reception on Monday, September 12, 2011
- Farewell Party / Dinner on Thursday, September 15, 2011

For all who would like to present reviewed paper, non reviewed paper or poster please note that any presentation will be only possible after the payment of the registration fee.

REGISTRATION FEE OF ACCOMPANYING PERSONS COVERS:
- Welcome Reception on Monday, September 12, 2011
- Coffeebreaks and Lunches at the Symposium during the event
- Technical excursion attendance on Thursday, September 15, 2011
- Farewell Party on Thursday, September 15, 2011

REGISTRATION:
The completed Registration Form should be sent by mail or by fax to the address of the Symposium secretariat. On-line registration and hotel reservation is available on the Symposium website **www.cipa2011.cz.** Inscription of your credit card data through the internet is SSL certified. To qualify for the discounted early registration fee, a completed Registration Form (including payment) must be received **by march 21 (early bird registration and payment) or by July 15, 2011** by the Symposium secretariat. A Registration Form received without appropriate remittance will not be accepted as an early registration. Registration is only valid after receipt of the registration fee.

FINAL PROGRAMME:
A final programme will be available on the Symposium website. The printed version of the programme will be distributed upon registration as a part of the Symposium kit.

PAYMENT:
Payment in EUR should be made in one of these ways:
(or adequate amount in CZK for Czech attendees, please contacts the secretariat for more details)

By bank draft, specifying the name of the delegate, to the account:
Owner (name) of the account: Conference Partners Prague s.r.o., Sokolská 26, 120 00 Prague 2
Name and address of the bank: Československá obchodní banka a.s, Anglická 20, 120 00 Prague 2
BIC (SWIFT) code of the bank: CEKOCZPP
Number of the account: 176 970 780 / 0300
IBAN code of the account: CZ64 0300 0000 0001 7697 0780

By credit card (VISA, Eurocard/Mastercard), providing the necessary information indicated in the appropriated spaces on the Registration Form and the Accommodation Form.

All fees are based on CZK. In case of exchange rate changes by more than 5% the Organizing committee has the right to modify prices .

If money is transferred by bank draft, a copy of the money order must be attached to the Registration Form/Accommodation Form. Please note that the registrant must take care of all bank charges for the bank draft. An official receipt of all payments will be a part of the Symposium kit.

CANCELLATION OF REGISTRATION AND REFUNDS:
Any cancellation must be notified in writing to the Symposium secretariat. The registration fee will be refunded after the deduction of 50% if participation is cancelled prior to **July 15, 2011**. No refund will be possible after this date but complete documentation will be sent to the address of the delegate.

REFRESHMENTS AND LUNCH:
Refreshments during the breaks and lunch buffet will be served in the Foyer of the Czech Technical University CTU (ground floor). Refreshments and lunch buffet are included in the registration fee.