

REGISTRATION INSTRUCTIONS

All prices include the Value Added Tax (VAT).

Registration Fees	Until 5th May 2014	From 5th May 2014
Student	216 €	300 €
Member	420 €	540 €
Regular	480 €	540 €
Accompanying person	240 €	

For more details about reduced fees, please refer to the paragraph Important information for reduced fees.

PLEASE NOTE

- The **registration fees** include documentation, presentation on digital media, social program, coffee breaks and meals three days 18, 19 and 20 June and Gala Dinner.
- The **accompanying person fee** include social program and meals three days 18, 19 and 20 June and Gala Dinner.
- Please be aware that the number of accompanying person is limited to one and social program is limited to a maximum number of person.

Important information for reduced fees

Student

If you wish to benefit from this reduced registration fees, you have to send a proof of your status (i.e. copy of a valid student card) to Carte Blanche (see contact details below).

Without proof of your status, you will not be entitled to this reduced registration fees.

Registration confirmation

Your **registration confirmation** will be sent by email on receipt of full payment AND after validation of your status for reduced fees.

Payment methods

Credit card

Accepted credit cards are VISA®, Eurocard® and Mastercard®

During the online payment, you will be connected to the PAYBOX website.

Your credit card details are transferred encrypted to THEIR server and are not, in any case, stored on our server.

Cheque

Cheque payable in France and to be made out to: Agent Comptable INSA

and to be sent to: INSA-SAIC - Madame Patricia Jarry - 135 avenue de Rangueil - 31077 Toulouse cedex 4

Please, indicate the name(s) of the person(s) concerned on the back of the cheque.

Bank transfer

You are responsible for ALL bank fees

Bank: Trésorerie Générale de Toulouse

Bank Account Number: 00001001324

Bank Account Holder: INSA Agent Comptable

IBAN: FR76 1007 1310 0000 0010 0132 497

BIC (SWIFT Address): TRPUFRP1

Please, indicate the name(s) of the person(s) concerned when making the transfer.

Order form payable in France and to be made out to: Agent Comptable INSA

and to be sent to: INSA-SAIC - Madame Patricia Jarry - 135 avenue de Rangueil - 31077 Toulouse cedex 4

or by email at: jarry@insa-toulouse.fr

Please, indicate the name(s) of the person(s) concerned on the order form.

Cancellation conditions

Any cancellation request must be sent by email to contact@idmme2014.cborg.net

The following cancellation fees will be applied:

- 25% of the registration fees for any request received before 7th April
- 50% of the registration fees for any request received between 7th April and 19th May included
- 100% of the registration fees for any request received after 19th May

In the event of dispute, the only competent Court will be the Court of Toulouse.

Registration contact**Carte Blanche**

7, chemin En Barbaro - 81710 Saix – France

Phone: +33 (0)5 63 72 30 68 – Fax: +33 (0)5 63 72 30 32

Email: contact@idmme2014.cborg.net