



## Registration and board and lodging booking procedures

Please read carefully the below procedure before registering. If you have questions before proceeding with your registration and board and lodging bookings, contact [Paolo Demaria](#).

The procedure has 2 steps

1. Registration and payment of the conference registration fee
2. Online booking of the room with full board at Monte Verità or the meals package only (for participants with accommodation outside Monte Verità).

**Please note that for organizational reasons it is very important that this procedure is followed in the correct order. Thank you for your understanding!**

### 1. Registration and payment of the registration fee

This step is performed through an online platform managed on by the Congressi Stefano Franscini / ETH Zurich.

Fill out and submit the registration form. **The link to the form is at the end of this document. Please continue to read these instructions before proceeding to the registration form.**

The registration form offers an intermediate optional step in which you can upload an abstract, but you must skip this step. If you want to submit an abstract, please refer to the [submission page](#) on the conference's website (abstract submission deadline is March, 1<sup>st</sup>, 2019). **Only abstracts submitted via the website submission page will be reviewed.**

After submitting the form, you are directed to a secure credit card payment page, where you can pay the registration fee (**350.- CHF for MSc and PhD students; 450.- CHF for everybody else**). Type the appropriate amount and the credit card data to make your payment. **The registration fee includes only the attendance to the conference and does not include any board and lodging costs.**

Once you have successfully paid the registration fee with credit card, you will receive two E-mails **at the address you indicated in the registration form**:

1. The first E-Mail will be sent by the Saferpay Platform and will confirm that payment of the registration fee via credit card has been successful.
2. The second E-Mail will be sent by the CSF database and will contain the Conference Code, necessary to access the Monte Verità Booking Platform for the board and lodging booking (step 2).

We strongly recommend credit card payment for the registration fees (in order to immediately obtain the code to access the next steps), but if this is absolutely not possible for you, please contact [Paolo Demaria](#) to arrange for a bank transfer. In that case the code will be sent after receiving the payment. Please be advised that exceptions to credit card payments can be made **only for the registration fee**. You will still need a credit card payment for meals and hotel booking (next step).

Payment of the registration fee implies knowledge and acceptance of our **Terms and Conditions** (see below on page 4).

**Deadline for the registration and conference fees payment: April 12<sup>th</sup>, 2019.**

## **2. Board and lodging booking**

Once you paid the registration, please go to the [booking page on Monte Verità's website](#).

Type the code you have received in your registration confirmation email to access the platform and proceed with the booking by following the on-screen instructions. The meals package booking will come first and it will be followed by the bedroom booking. The platform will show the rooms availability for your selected dates. Please note that there are different room types with different rates (cheaper single rooms have a shared bathroom). Read the room description before confirming your booking.

For details on what is included in the full board package, [click here](#).

**The room rates we have for the conference are available only for rooms booked via this procedure, only for conference participants and only for the days of the conference. Booking at Monte Verità via any external platform will not give you access to the cheaper rate.**

Please note:

- Rooms will be available on a first come first serve basis
- The rooms via this platform can be booked only for the time of the conference (maximum of 3 nights, earliest possible arrival on Sunday May 5<sup>th</sup>, and latest possible departure Wednesday, May 8<sup>th</sup>). If you need pre- or post-conference extra nights, you must [contact the hotel](#) directly. Please be aware that rates for extra pre- or post-conference nights will vary from those quoted for the conference days
- If you wish to book a shared double room with a colleague, you can indicate the roommate name, but only half room will be charged upon booking. Your colleague will need to complete his/her own booking independently
- It is possible to book a shared double room **with an accompanying person** (not active participant). In the early phase of the booking there is an option for accompanying person. If selected the booking will continue by taking into account one accompanying person. **Accompanying persons do not get the reduced room rates**

**If there are no more rooms at Monte Verità and you will book your accommodation elsewhere, we strongly recommend that you book your meals from the Monte Verità package, so that you can interact with the other participants during lunch and dinner.**

**The Monte Verità booking platform will close on April 12<sup>th</sup>, 2019.**

Booking and payment of the board and lodging at Monte Verità implies knowledge and acceptance of Monte Verità's **Terms and Conditions** (see below on page 5).

### **Other hotels in Ascona**

If there are no more rooms at Monte Verità or you prefer to stay off-site, you can refer to your favourite online booking portals for hotel and/or rooms/apartments to search what suits your wishes and budget. Check carefully the hotel location and distance from Monte Verità (type "Fondazione Monte Verità Ascona" in google maps) and be advised that Monte Verità is located on a hill about 100 meters above Ascona. From the town centre (post office), it's about a 20-minute walk uphill to reach the conference venue. There is limited public transport between Ascona and Monte Verità, with a schedule that is not convenient with the starting of the conference in the morning.

Some hotels in Ascona that have been used for Monte Verità conferences in the past are:

[Hotel Luna](#)

[Hotel La Perla](#)

[Hotel Ascona](#)

**Please note that we have not made any pre-booking or agreement with the above hotels. These are just suggestions and we do not assure availability or any special rates.**

For cancellation conditions, refer to your booking system or directly to the hotel of choice.

**You can start the procedure with the [registration form](#).**

## Registration fees and Terms & Conditions

### Registration fees

- MSc and PhD students: 350.- CHF
- Full rate (PostDocs, Senior Scientist, PI, Professors, Industry): 450.- CHF

The registration fee includes only the participation at the conference and **does not** include board and lodging costs, which must be booked via a separate step (see above)

### Cancellation policy

Cancellation must be communicated by email to [Paolo Demaria](#). The date of the email counts as cancellation date. Refund of the registration fee is possible as follows:

- Cancellation until April 5<sup>th</sup>: Full refund
- Cancellation from April 6<sup>th</sup> to April 19<sup>th</sup>: 50% refund
- Cancellation from April 20<sup>th</sup> or no-show without cancellation notice: no refund

This applies only to the registration fee. For any board and lodging cancellation, please refer to the next page.

The conference organizers cannot accept any liability for personal injuries sustained, or for loss or damage to property belonging to conference participants (or their accompanying persons), either during, or as a result of, the conference. Registration fees do not include insurance.

**By registering and paying your fees, you accept all of the above terms and conditions.**

## **Monte Verità board and lodging Terms & Conditions**

Cancellation of a booking **must be communicated by email to Ms. Liliana Cantoreggi at Fondazione Monte Verità (liliana.cantoreggi@monteverita.org)**. The date of the email counts as cancellation date. Refund of the paid amount will be performed as follows:

- up to 15 days to arrival date: full refund
- from 14 to 7 days to arrival date: 50% refund
- from 6 days to 24 hours to arrival date: 25% refund
- 24 hours to arrival date, no show or unannounced earlier departure: no refund

Please note that these are conditions of the Fondazione Monte Verità, our conference venue, and the conference's organizing committee is not responsible for any communication or discussion regarding the above conditions.