**Registration Form**

**Conference Cross Border Education and the Service Directive**

**Porto, 9 to 11 October 2014**

First name

Last name

Job title

Institution

Full address of institution

Postal code

City

Country

Email

Phone

Special needs regarding food

**Conference fee**

180 EUR before 5 September; 200 EUR after 5 September

Registration fee includes conference material, coffee breaks and lunches.

**Accommodation**

Organisers did a block booking for conference participants. You can choose among several hotels located 10-15 minutes walking distance to the conference venue. Please contact the hotel directly to confirm your booking by mentioning the code A3ES–conference. Hotel reservation should be made as soon as possible.

**Hotel da Música \*\*\*\***
Single room 70€ Double room 76€

Rates are inclusive of buffet breakfast and presently applied taxes. Please note Hotel da Música doesn’t have twin bedded rooms. Reservations can be made by e-mail or phone, and the promotional code “A3ES” must be referred in order to have access to the special conference rates.

By e-mail: info@hoteldamusica.com By phone: +351 22 607 6000

Please check payment and cancellation conditions directly with the hotel.

**Hotel HF Ipanema Porto \*\*\*\***
Single room 61€ Twin/double room 67€

Rates are inclusive of buffet breakfast and presently applied taxes. Reservations must be made through the hotel website at [www.hfhotels.com/porto/conferenciaa3es2014](http://www.hfhotels.com/porto/conferenciaa3es2014)

Please check payment and cancellation conditions directly with the hotel.

**Hotel Douro \*\*\***

Single room 55€ Twin/double room 60€

Rates are inclusive of buffet breakfast and presently applied taxes. Reservations must be made through e-mail directly to the hotel booking@hoteldouro.pt referring the promotional code “A3ES” in order to have access to the special conference rates.

Please check payment and cancellation conditions directly with the hotel.

**Hotel HF Tuela \*\*\***

Single room 55€ Twin/double room 61€

Rates are inclusive of buffet breakfast and presently applied taxes. Reservations must be made through the hotel website at [www.hfhotels.com/porto/conferenciaa3es2014](http://www.hfhotels.com/porto/conferenciaa3es2014)

Please check payment and cancellation conditions directly with the hotel.

**Map**

<https://mapsengine.google.com/map/edit?hl=pt-PT&authuser=0&mid=zVLVYUazsgcs.ku2nXq4zlVME>

**Payment**

Payments to be made by bank transfer to:

Agência de Avaliação e Acreditação do Ensino Superior

Bank: Caixa Geral de Depósitos – Lisboa

**IBAN** PT50 0035 0292 00006185430 18

**BIC SWIFT** CGDIPTPL

IMPORTANT NOTE

Payments must be made before arrival at the conference. Please state the name(s) of the participants(s) clearly on all payments. Bank and transfer charges are the responsibility of the participant.

**Cancellation and refund policy**

Cancellations must be done in writing (e-mail). 75% of the registration fee will be refunded for cancellations received before 30 September 2014. After 30 September no refund will be made.

All refunds will be processed after the conference.

**Submit registration by e-mail to conferencia@a3es.pt**

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