

### 3 WAYS TO REGISTER

- 1 FAX: +49 33056 23 77 77
- 2 EMAIL: [petzholdt@pda.org](mailto:petzholdt@pda.org)
- 3 MAIL: PDA Europe, Adalbertstr. 9, 16548 Glienicke/Berlin, Germany

Your Contact Person is Antje Petzholdt at PDA Europe

## 1 Your Contact Information

If this form is an update to a previously submitted form, please check here.

Mr.    Ms.    Dr.    Nonmember  
 PDA Member ID Number \_\_\_\_\_

Name (Last, First, MI) \* \_\_\_\_\_

Job Title \* \_\_\_\_\_

Company \* \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Email \* \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Substituting for \_\_\_\_\_  
(Check only if you are substituting for a previously enrolled colleague; a nonmember substituting for member must pay the membership fee.)

\* This information will be published in the conference attendee list. Should you not wish us to publish these details, please contact us.

## Information about Visa Matters

- All registrations which will involve visa matters will have to be submitted to PDA EU four weeks prior to the start of the event at the latest. For later registrations, PDA Europe will be unable to assist participants in any visa affairs.
- All costs incurring in connection with visa affairs shall be borne by registrants. (This applies in particular to costs for submitting documents by courier.)
- Potential participants must be clients of UPS shipping agency and submit their UPS customer reference number to PDA EU (together with their registration).

## 2 Registration No PDA membership included



### Exhibitor's Special Rate:

All fees given in Euro and excluding VAT (7%)

**Conference (21-22 October)**

All Participants (no PDA membership included)  **1200**

## 3 Payment Options

**By Credit Card**

American Express    MasterCard    VISA

**For your credit card information safety: Please send your details by fax only (+49-33056-23 77 77) or register online.**

**By Bank Transfer**

**Beneficiary:** PDA Europe gGmbH  
**IBAN:** DE73 1007 0024 0922 8735 00  
**BIC (SWIFT-Code):** DEUTDE33HAN  
**Bank Address:** Deutsche Bank, Welfenallee 3-7, D-13465 Berlin, Germany

**By Purchase Order** Purchase Order Number \_\_\_\_\_

**PDA Europe VAT I.D.:** DE254459362

**Billing**  Same as contact information address above.  
**Address:** If not, please send your billing address to: [petzholdt@pda.org](mailto:petzholdt@pda.org)

**Your VAT I.D.:** \_\_\_\_\_

This number starts by your **country code** (example: PDA Europe's VAT ID number = DE254459362)

Date \_\_\_\_\_ Mandatory Signature \_\_\_\_\_

**CONFIRMATION:** Transmitting your filled-in registration form constitutes a binding application for the specific event. PDA Europe will send you a confirmation including payment details. **A legally binding contract is concluded once PDA Europe has sent a written invoice by mail to you.** A letter of confirmation will be sent to you once payment is received. You must have this written confirmation to be considered enrolled in a PDA event. Please allow one week for receipt of confirmation letter. Payment must be received or guaranteed by Purchase Order or credit card details on 1st day of event, at the very latest. **SUBSTITUTIONS:** If you are unable to attend, substitutions are welcome and can be made at any time, including on site at the prevailing rate. If you are pre-registering as a substitute attendee, please indicate this on the registration form. Changes are free of charge until 3 weeks prior to the start of the event. After this date, there will be a charge of € 100 per name change. **REFUNDS: Refund requests must be in writing and faxed to PDA at +49 (33056) 23 77 77.** If your written request is received on or before **26 September 2014**, you will receive a full refund minus a 150 € excl. VAT handling fee. After that time, no refund or credit requests will be approved. If you are an unpaid registrant and do not attend the event, you are responsible for paying the registration fee. On-site registrants are not guaranteed to receive conference materials until all advanced registered attendees receive them. To process refunds PDA Europe's suppliers for credit card transactions save the provided credit card details (credit card holder, credit card number, expiration date) for a period of 12 months. **EVENT CANCELLATION:** PDA reserves the right to modify the material or speakers/instructors without notice, or to cancel an event. If an event must be canceled, registrants will be notified by PDA as soon as possible and will receive a full refund. PDA will not be responsible for airfare penalties or other costs incurred due to cancellation. For more details, contact PDA at [info-europe@pda.org](mailto:info-europe@pda.org) or fax to **+49 (33056) 23 77 77**. **DOCUMENTATION:** With your signature you give complete picture usage right to PDA and allow to film your exhibition space and intervention in the event, including the recording of your presentation for video purposes (with your slides, voice and image). This right extends also to the use of the resulting images in film documentation for webinars and similar items produced by PDA.

## MAKING IT EASIER FOR BOTH OF US

### 1 Please include your member ID number on registration form if available/known

If uncertain about your member ID number and/or your membership status, call or email Ms. Antje Petzholdt.  
**+49 (0)33056 2377-10** **petzholdt@pda.org**

### 2 Do not send money in advance

Please wait until we send our invoice to you.  
It is helpful to reference our invoice number in your bank transfer details.

### 3 Complete and sign the event registration form

Please note the registration and cancellation policies at the bottom of the form.

### 4 Purchase Orders

Registration cannot be completed by sending Purchase Order alone. A Purchase Order is only accepted if a complete registration form is enclosed or follows very soon.

### 5 Please state VAT ID number if European-based Company

This number starts by your country code  
(example: PDA Europe's VAT ID number = DE254459362)

### 6 Please state the correct billing address on the registration form

This is particularly important if billing address and site address are different. Contact your accounting department for correct address and company name. There could be special requirements for accounting. Changes in the billing address (if induced by participating company) will be charged 25,- € if imposed 3 weeks prior to the start of the event.

### 7 Confirmation of your registration

Credit card charges are confirmed immediately if successfully approved.  
Bank transfers are confirmed upon receipt of full payment.

### 8 Refund/Credit Notes

Refunds to credit card can be done immediately if payment had been done by credit card and details are available. Refunds to bank accounts can be done if payment had been done by bank transfer and the following details are provided: **a) Name of your bank** **b) IBAN number** **c) Swift/BIC code**

### 9 Substitutions

If a participant is unable to attend, substitutions are welcome at any time. Changes are free of charge until 3 weeks prior to the start of the event. After this date, there will be a charge of € 50 per name change.

### 10 For assistance contact: Antje Petzholdt, PDA Europe

**Tel: +49 (0)33056 2377-10**

**Email: petzholdt@pda.org**

# THANK YOU FOR YOUR COOPERATION!