

Please complete the form in capital letters and keep a copy for your records.  
A separate registration form must be completed for each participant.

Date Received  
(Office Use Only)

### Participant Information

Title :	<input type="checkbox"/> Prof	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms
First Name *:				
Last Name *:				
Institution *:				
Department:				
Address:				
City *:				
Province or State :				
Postal or Zip Code:				
Country *:				
Telephone *: (Including country code)				
Fax: (Including country code)				
Mobile: (Including country code)				
E-mail * (Institutional):				@
E-mail * (Personal):				@

**Dietary or other special requirements:**

### Invoice Information

Institution Name:	
Institution Address:	
Tax Office:	
Tax No:	

### Registration Information

Please select the appropriate registration category

Type of Registration	Early Bird Registration Before and on July 15, 2013	Late Registration On and between July 16 – August 12, 2013	Onsite Registration On and after August 13, 2013
Regular Conference Registration	<input type="checkbox"/> €430	<input type="checkbox"/> €490	<input type="checkbox"/> €540
Regular Conference Registration + Workshops	<input type="checkbox"/> €480	<input type="checkbox"/> €540	<input type="checkbox"/> €600
Student Conference Registration + Workshops *	<input type="checkbox"/> €225	<input type="checkbox"/> €260	<input type="checkbox"/> €300
Workshops Only	<input type="checkbox"/> €100	<input type="checkbox"/> €150	<input type="checkbox"/> €200
Additional Gala Dinner Ticket on August 28, 2013	<input type="checkbox"/> €60		

### Registration Total:

- Registration will be confirmed after receiving full payment. Those who do not receive a confirmation notice before the conference are requested to contact the registration secretariat at [registration@iclp2013.org](mailto:registration@iclp2013.org). Only participants who complete their registration will be included in the programme.
- The date of payment is decisive for the registration fee. Even if the registration form is received before the early bird deadline, it will not be considered as early registration if the payment has not been received before the deadline.
- Registration Fees include 18% VAT.

\* To be eligible for the student rates, students are required to produce documentary evidence of their status. Without this documentation, regular fees will be applied. You may send necessary document by fax at +90 212 347 63 63 or via e-mail to [registration@iclp2013.org](mailto:registration@iclp2013.org).

### Conference Registration Fees include:

- Entrance to all scientific meetings
- Conference bag & publications
- Coffee service in the coffee breaks during the conference
- Welcome Reception on August 26, 2013 (at the hotel)
- Gala Dinner on August 28, 2013 (Bosphorus tour by cruise)

### Conference Registration + Workshops Fees include:

- Entrance to all scientific meetings
- Conference bag & publications
- Coffee service in the coffee breaks during the conference
- Welcome Reception on August 26, 2013 (at the hotel)
- Gala Dinner on August 28, 2013 (Bosphorus tour by cruise)
- Workshops attendance

### Workshops Only Fees include:

- Workshops Attendance

### Cancellation Policy - Registration:

Requests for registration cancellation must be received in writing by the ICLP 2013 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to [registration@iclp2013.org](mailto:registration@iclp2013.org). An administrative fee of € 50 will be applied for any cancellation received before or on **July 22, 2013**.

**Absolutely no refund will be processed for cancellations received on or after July 23, 2013.**

**Please note that registration refunds will be processed within 30 days after the end of ICLP 2013, bank charges will be deducted from the refund.**

### Accommodation Information

Hotel	Category	Distance to the Conference Venue	Single Room	Double Room
Armada Hotel Istanbul	4 Star	Conference Venue	<input type="checkbox"/> € 150	<input type="checkbox"/> € 170

- Please make your reservations early; bookings are on a first-come first-served basis.
- For any queries about hotel matters, please contact us via email: [registration@iclp2013.org](mailto:registration@iclp2013.org)
- Rates quoted are in Euros, per room per night, including breakfast.
- Above room rates **do not include** 8% VAT:
- Deadline for hotel reservations is August 1, 2013. For reservation requests after that date, Dekon may not be able to guarantee any available rooms with the above-mentioned room rates.
- Room reservations will be confirmed only after receiving the full payment with credit card or by bank transfer.
- Hotel check-in time is 14:00 hrs and check-out time is 12:00 hrs. If you expect to arrive earlier than the check-in time and require guaranteed check-in on arrival, please make your hotel reservations for the day before.

### Please Reserve:

Check-In: / / 2013	Check-Out: / / 2013	Total Number of Nights:
Single Room : ..... Room(s) X € ..... (Price) X ..... Nights = € ..... (Total cost)		
Double Room: ..... Room(s) X € ..... (Price) X ..... Nights = € ..... (Total cost)		
For double rooms, please select:	<input type="checkbox"/> French bed (one big bed)	<input type="checkbox"/> Twin bed (two single beds)
Sharing the room with:		
<input type="checkbox"/> Accompanying Person: .....		
<input type="checkbox"/> Another Participant : .....		

Special Requests, if any:

### Accommodation Total:

#### Cancellation Policy - Accommodation:

Cancellations or changes should be received in writing by the ICLP 2013 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to [registration@iclp2013.org](mailto:registration@iclp2013.org). Please do not contact the hotels directly.

- Cancellations received before or on **June 30, 2013** – eligible for full refund, less one night deposit
- Cancellations received on or after **July 1, 2013** – no refund

**Please note that accommodation refunds will be processed within 30 days after the end of ICLP 2013, bank charges will be deducted from the refund.**

In the event of non-arrival, the hotel will automatically release the reservation and full payment will be non-refundable.

**Late arrival /Early Departure Fee** - If you arrive later or leave earlier than on the dates of your confirmed booking, the total cost of accommodation will be charged and no refunds will be issued.

### Airport Transfer Information

One way private transfer fee :  €75 / per car (max 2 people) Number of car(s) : .....

One way shuttle transfer fee :  €20 / per person Number of people : .....

Arrival Date : / / 2013 Arrival Time : ..... Arrival Flight No : .....

Departure Date: / / 2013 Departure Time: ..... Departure Flight No: .....

### Airport Transfer Total:

- Rates quoted are in Euros, for one way, including taxes.
- Drop off and pick-up will be made to/from hotels.
- Shuttle transfer can be operated with a minimum of 5 attendees. Dekon may cancel a transfer service if the minimum number of people required is not reached. In such cases, the fees will be fully refunded.

### Daily Tour Information

Tour	Category	Price/pp	Date	# of Pax	Total
Byzantine & Ottoman Relics	Full Day Lunch Included	<input type="checkbox"/> €80	... / ... /2013	.....	€ .....
Bosphorus Cruise	Half Day <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon	<input type="checkbox"/> €50	... / ... /2013	.....	€ .....
Dinner Cruise	Night Tour Dinner Included	<input type="checkbox"/> €85	... / ... /2013	.....	€ .....
1001 Nights	Night Tour Dinner Included	<input type="checkbox"/> €75	... / ... /2013	.....	€ .....
Bosphorus Cruise + Dolmabahçe Palace & Two Continents	Full Day Lunch Included	<input type="checkbox"/> €85	... / ... /2013	.....	€ .....
To Byzantium	Half Day Morning	<input type="checkbox"/> €40	... / ... /2013	.....	€ .....
Eyüp Sultan Mosque & Tomb + Pierre Loti Coffee House + Miniaturk	Half Day Afternoon	<input type="checkbox"/> €45	... / ... /2013	.....	€ .....
Troy	Long Day Lunch & Dinner Included	<input type="checkbox"/> €225	... / ... /2013	.....	€ .....

### Daily Tour Total:

- Participation for daily tours is on a first-come first-served basis.
- For any queries, please contact us via e-mail at: [registration@iclp2013.org](mailto:registration@iclp2013.org)
- Rates quoted are in Euros, per person, including taxes.
- Reservations will only be confirmed after receiving the full payment by credit card or bank transfer. If the payment has not been received by August 1, 2013, it will be assumed that the participant no longer wishes to go on the tour and the reservation will be cancelled.
- Above tours are available between or on August 22 – September 1, 2013.
- Above tours can be operated with a minimum of 10 attendees, except Troy which requires minimum 5 attendees. Dekon may cancel a tour if the minimum number of people required is not reached. In such cases, the fees will be fully refunded.

### Cancellation Policy - Daily Tour:

Cancellations of daily tours should be received in writing by the ICLP 2013 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to [registration@iclp2013.org](mailto:registration@iclp2013.org). An administrative fee of € 10 will be applied for any cancellations before or on **August 14, 2013**.

**Absolutely no refund will be processed for cancellations on or after August 15, 2013.**

**Please note that tour refunds will be processed within 30 days after the end of ICLP 2013, bank charges will be deducted from the refund.**

### Pre-Post Tour Information

Tour	Single	Double	Date	Total
Troy & Gallipoli	<input type="checkbox"/> € 500	<input type="checkbox"/> € 850	<input type="checkbox"/> August 22-23, 2013	€ .....
			<input type="checkbox"/> August 30-31, 2013	
Cappadocia	<input type="checkbox"/> € 800	<input type="checkbox"/> € 1.350	<input type="checkbox"/> August 21-23, 2013	€ .....
			<input type="checkbox"/> August 30-September 1, 2013	
Cappadocia with Balloon Tour (Standard)	<input type="checkbox"/> € 960	<input type="checkbox"/> € 1.670	<input type="checkbox"/> August 21-23, 2013	€ .....
			<input type="checkbox"/> August 30-September 1, 2013	
Ephesus & Pamukkale	<input type="checkbox"/> € 800	<input type="checkbox"/> € 1.350	<input type="checkbox"/> August 22-23, 2013	€ .....
			<input type="checkbox"/> August 30-31, 2013	

Sharing room with:

#### Pre-Post Tour Total:

- Participation for pre-post tours is on a first-come first-served basis.
- For any queries, please contact us via e-mail at: [registration@iclp2013.org](mailto:registration@iclp2013.org)
- Rates quoted are in Euros, per room, including flight or/and bus tickets and taxes.
- Reservations will only be confirmed after receiving the full payment by credit card or bank transfer. If the payment has not been received by August 1, 2013, it will be assumed that the participant no longer wishes to go on the tour and the reservation will be cancelled.
- Above tours can be operated with a minimum of 5 attendees. Dekon may cancel a tour if the minimum number of people required is not reached. In such cases, the fees will be fully refunded.

### Cancellation Policy - Pre-Post Tour:

Cancellations of pre-post tours should be received in writing by the ICLP 2013 Registration Secretariat (DEKON) by fax at +90 212 347 63 63, or via e-mail to [registration@iclp2013.org](mailto:registration@iclp2013.org). An administrative fee of € 50 will be applied for any cancellations before or on **July 30, 2013**.

Cancellations received between or on **July 31 – August 14, 2013**: Eligible for 50% refund.

**Absolutely no refund will be processed for cancellations on or after August 15, 2013.**

**Please note that tour refunds will be processed within 30 days after the end of ICLP 2013, bank charges will be deducted from the refund.**

**GRAND TOTAL : € .....**

I ACCEPT THE GENERAL CONDITIONS FOR REGISTRATION, ACCOMMODATION, TRANSFER & TOUR

## Payment Information

**Payment by Wire Transfer:**

For payment by wire transfer, please use the following bank account:

Account Name	DEKON Kongre ve Turizm
Bank Name	T.Garanti Bank – Istanbul – Turkey
Branch Name / Code	Esentepe Branch / 347
Swift No	TGBATRIS
IBAN No (Euro)	TR89 0006 2000 3470 0009 0815 31

- Bank charges are the sole responsibility of the participant and should be paid in addition to the fees.
- All wire transfers should indicate the following information: “Name of Sender, Date of wire transfer, Amount of wire transfer & Explanation” and receipts must be sent by fax to DEKON at: +90 212 347 63 63, or by e-mail to: [registration@iclp2013.org](mailto:registration@iclp2013.org)

**Payment by Credit Card:**



Credit Card Number:

Expiry Date:

Card Verification Code:

Last 3 digits at the back of your card, on the signature panel

Cardholder's Name:

Date:

Cardholder's Signature:

**You may also register and pay using our online registration form on the official website**

[www.iclp2013.org](http://www.iclp2013.org)