

Dear prospective BioVisionAlexandria 2014 registrant,

We are providing this guide to help you with your registration prior to the BioVisionAlexandria (BVA) 2014 Conference.

We hope that you find this guide useful and answers most of your inquiries.

You can still contact us by phone, email, fax, regular mail or social media at the contact information listed herein. Stay tuned to our Facebook and twitter feeds for conference updates!

Thank you

Best regards,

On behalf of the BVA 2014 Team

Ms. Yousra Sobeih

Head of Science Programs Unit

Center for Special Studies and Programs

Bibliotheca Alexandrina

## Basic Information

**Date:** 7–9 April 2014

**Venue:** Bibliotheca Alexandrina, Alexandria Egypt

**Website:** [www.bibalex.org/BVA2014](http://www.bibalex.org/BVA2014)

### FREQUENTLY ASKED QUESTIONS

○ **How can I register?**

Please fill in the following registration form

<http://www.bibalex.org/BVA2014/Registration/RegistrationForm.aspx>

○ **What are the registration procedures?**

1. Fill in an online application form.
2. Pay the registration fees.
3. Send us your proof of payment. (*Illustrated at the end of page 2*)
4. You will receive a confirmation email from the conference organizers.

○ **How much will I pay?**

The fees are determined according to **when** you will pay and which **category** you belong to.

Please check the following table:

<b>Category</b>	<b>Special Offers (up to 31 Oct 2013)</b>	<b>Early Bird (1 Nov 2013–31 Dec 2013)</b>	<b>Regular Fees (1 Jan-30 Mar 2014)</b>
<b>Egyptian Participants</b>			
<b>Students and fresh graduates (2009-2013)</b>	EGP 100	EGP 150	EGP 200
<b>Academia</b>	EGP 200	EGP 300	EGP 400
<b>Other</b>	EGP 300	EGP 400	EGP 450
<b>Non-Egyptian Participants</b>			
<b>Students</b>	USD 60	USD 120	USD 150
<b>Academia</b>	USD 200	USD 300	USD 400
<b>Other</b>	USD 300	USD 400	USD 600

**Important Note:** registration fees are determined by date of payment NOT date of filling and submitting the registration form.

○ **How can I know which category I fall into?**

There are three categories:

**Category 1: Students and fresh graduates (2009-2013)**

If you fit in one of the following groups then you belong to this category:

- ✓ Undergraduate student
- ✓ Studying for Masters or PhD degree
- ✓ Recently graduated (between 2009 and 2013)

**Category 2: Academia**

Teaching staff and researchers

**Category 3: Other**

Administrative staff at governmental or non-governmental institutions, private sector employees, etc.

○ **How will I pay the registration fees?**

We have four payment options:

**Option 1: Online:** via the E-payment System on BVA 2014 website.

**Option 2: Cash:** by buying the **Conference Tickets** from the BA Tickets booth located at Port Said Street, Alexandria, EGYPT.

**Option 3: Bank deposit**

You may send the registration fees assigned to your category by depositing the fees to the Bibliotheca Alexandrina at the Central Bank of Egypt (Mohandseen Branch at Cairo ONLY). Please use the banking information included in the autoreply you shall receive upon submitting your registration form.

**Option 4: Wire Transfer**

You may transfer the registration fees assigned to your category from your personal bank account to the Bibliotheca Alexandrina bank account at the Central Bank of Egypt. Please use the banking information included in the autoreply you shall receive upon submitting your registration form.

○ **What is meant by Proof of Payment”?**

It is the document that indicates/proves that you have paid the conference registration fees. The Proof of Payment differs according to your payment option:

**Cash payments:** The proof of payments is a scanned copy of your Conference ticket.

**Bank deposits/wire transfer:** The proof of payment is the bank receipt.

**E-Payment:** The proof of payment is the transaction confirmation email you shall receive upon making the e-payment.

○ **How can I send you the proof of payment?**

✓ **For cash and bank deposits payments:**

Upload your proof of payment in the field “Upload Proof of Payment/ Receipt”.

**To access the "Upload Proof of Payment/Receipt" field :**

Log on to your registration form using the provided password you shall receive after submitting your registration form, then click “Submit and Proceed to Payment” tab at the bottom of your registration form. You will find the "Upload Proof of Payment/Receipt" field at the middle of the page.

Or you may send copy of your proof of payment by fax to +(203) 482 0469 or a scanned copy by email to [yusra.sobeih@bibalex.org](mailto:yusra.sobeih@bibalex.org).

✓ **For E-Payments:**

Forward the transaction/payment confirmation email you shall receive upon making the e-payment to [yusra.sobeih@bibalex.org](mailto:yusra.sobeih@bibalex.org).

- **I filled in and submitted the registration form and I received an autoreply email with my password and conference ID; does this mean that my registration is complete?**

No, you still have to pay the registration fees and send your proof of payment to the organizing committee as mentioned above.

- **How will I know that my registration is confirmed and my registration fees are received?**

When you receive a confirmation email from one of the conference organizers that your registration is complete.

- **What is meant by "Group Registration"?**

It means that a group of five or more people pay their registration fees collectively so they can have discounted registration fees.

- **Are there special offers for group registrations?**

Yes, we offer discounts and special offers for groups that start from 5 persons. For more details about special offers you shall contact Ms. Yousra Sobeih ([yousra.sobeih@bibalex.org](mailto:yousra.sobeih@bibalex.org))

**Note:** The discounts differ according to the group number.

- **What are the procedures for making a group registration?**

1. The group contact person should contact [yousra.sobeih@bibalex.org](mailto:yousra.sobeih@bibalex.org) to know which discount rate shall apply to your group, so the group can pay the fees accordingly.
2. Each of the group members shall fill in the online registration form individually.
3. The group contact person shall deposit the registration fees collectively at Bibliotheca Alexandrina (BA) or at the Central Bank of Egypt (Mohandseen branch).

**N.B:** In case of depositing the fees at the BA make sure to bring a hard copy of the group list of names. The list shall include the following: Name of each member of the group, Conference ID, category, amount paid per each and the total sum of the fees.

**Days and time for receiving payments:**

Sunday–Thursday, 9:30am–4:00pm

4. The group contact person shall send the group members names, emails and Conference registration IDs (acquired upon filling in the online registration form) to [yousra.sobeih@bibalex.org](mailto:yousra.sobeih@bibalex.org) along with the proof of payment.
  5. Once we receive the group list and the proof of payment, confirmation emails will be sent to each member of the group shortly.
- **I am a member in a group, shall I fill in an online registration form?**

Yes, you must fill in a registration form so you can obtain your own conference ID number and for the organizing committee to be able to receive your information.

- **I am a member in a group, how will I know that my registration is confirmed?**

You will receive a confirmation email from one of the conference organizers confirming that your registration is complete.

- **I am an international student (non-Egyptian) studying in Egypt, will I pay according to Non-Egyptian participant rates?**

If you study and live in Egypt, and you hold a student card stating that you are affiliated to an Egyptian university then you shall pay according to the Egyptian participant rates.

- **I am an Egyptian student yet studying abroad in a non-Egyptian university, will I pay according to Non-Egyptian participant rates or the Egyptian rates?**

You will pay according to the Egyptian rates.

- **Who can I contact if I have any inquiry?**

Please contact:

Ms. Yousra Sobeih

E-mail : [yousra.sobeih@bibalex.org](mailto:yousra.sobeih@bibalex.org)

Phone: +(203) 4839999, Ext.: 2223

Fax: +(203) 482 0469

Website: [www.bibalex.org/BVA2014](http://www.bibalex.org/BVA2014)

We would also be pleased to connect with you through our social networks:



<https://www.facebook.com/biovisionalexandria>



<https://twitter.com/BioVisionAlex>