

BioVisionAlexandria 2016

12–14 April 2016

New Life Sciences:

The Road Ahead

BIBLIOTHECA ALEXANDRINA
مكتبة الإسكندرية

Save the Date

Dear prospective BioVisionAlexandria 2016 registrant,

We are providing this guide to help you with your registration prior to the BioVisionAlexandria (BVA) 2016 Conference.

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

You can still contact us by phone, e-mail, 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.

On behalf of the BVA 2016 Team,

Ms. Yousra Sobeih

Head of Science Programs Unit

Center for Special Studies and Programs

Bibliotheca Alexandrina



Basic Information

Date: 12–14 April 2016

Venue: Bibliotheca Alexandrina, Alexandria Egypt

Website: www.bibalex.org/BVA2016

Frequently Asked Questions

○ How can I register?

Please fill out the following registration form:

<http://www.bibalex.org/BVA2016/Registration/RegistrationForm.aspx>

○ What is the registration process?

1. Fill out 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 e-mail 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:

Category	Special Offers (until to 31 August 2015)	Early Bird (1 September 2015– 30 November 2015)	Regular Fees (1 December 2015–30 March 2016)
Egyptian Participants			
Students and fresh graduates (2010–2015)	EGP 120	EGP 180	EGP 240
Academics	EGP 240	EGP 360	EGP 480
Other	EGP 360	EGP 480	EGP 540
Non-Egyptian Participants			
Students	USD 80	USD 160	USD 200
Academics	USD 355	USD 400	USD 535
Other	USD 400	USD 535	USD 800

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



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

There are three categories:

Category 1: Students and fresh graduates (2010-2015)

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

- ✓ Undergraduate student
- ✓ Studying for a Master's or PhD degree
- ✓ Recently graduated (between 2010 and 2015)

Category 2: Academics

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: You can pay via the e-payment system on the BVA 2016 website.

Option 2: Cash: You can buy the **conference tickets** from the Bibliotheca Alexandrina (BA) ticket office located on Port Said Street, Alexandria, Egypt. (To purchase your ticket, a hard printed copy of your Payment Section statement **must** be provided to the BA tickets office)
OR

Bank deposit: You can deposit the registration fees assigned to your category at any CIB (Commercial International Bank) branch. Please use the banking information included in the autoreply you shall receive upon submitting your registration form

Option 3: Wire Transfer: You can transfer the registration fees assigned to your category from your personal bank account to the Bibliotheca Alexandrina bank account. 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 proves that you have paid the conference registration fees. The proof of payment differs according to your payment option:

Cash: The proof of payment is a scanned copy of your conference ticket.

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

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

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

For cash payments (BA conference tickets and bank deposits) and wire transfers:

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

To access the “Upload Proof of Payment/Receipt” field:

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

You can also send a copy of your proof of payment by fax to +(203) 482 0469 or a scanned copy by e-mail to yousra.sobeih@bibalex.org.

For E-payments:

Forward the transaction/payment confirmation e-mail you shall receive upon making the e-payment to yousra.sobeih@bibalex.org.



- **I filled out and submitted the registration form, and I received an autoreply e-mail 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 have been received?**

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

- **Are there any special offers or discounts?**

Yes, you get a discount if you attended BVA 2014 or BV Lyon 2015 or if you are a BA friend or a member in a group (group registration).

- **How can I become a member in a group?**

You can form a group from your friends/acquaintances/colleagues/relatives who might be interested in attending the conference or you can join an already formed group at your institution/college/faculty/university/school. Groups start from 2 people.

- **What is meant by “group registration”?**

It means that a group of two or more people paid their registration fees collectively so they can receive discount on registration fees.

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

Yes, we offer discounts and special offers for groups starting from 2 people. For more details about special offers, contact Ms. Yousra Sobeih (yousra.sobeih@bibalex.org).

Note: Discounts differ according to the number of people in a group.



○ **What is the procedure for making a group registration?**

1. The group's contact person should contact yusra.sobeih@bibalex.org to know which discount rate shall apply to the group, so the group members can pay the fees accordingly.
2. Each of the group members shall fill out the online registration form individually.
3. The group's contact person shall deposit the registration fees collectively at the Bibliotheca Alexandrina (BA) or at any CIB (Commercial International Bank) branch. Please use the banking information included in the autoreply you shall receive upon submitting your registration form

N.B.: In the case of depositing the fees at the BA, make sure to bring a printed hard copy of the group's list of names. The list should include the following: the name of each member of the group, conference ID, category, amount paid per person, and the total sum of the fees. (The group list of name must be computer typed and printed).

Days and times for receiving payments:

Sunday–Thursday, 9:30am–4:00pm

N.B.: Deadline for receiving group payments is **31 January 2016**.

The group's contact person shall send the group's names, e-mails, and conference registration IDs (acquired upon filling out the online registration form) to yusra.sobeih@bibalex.org along with the proof of payment.

4. Once we receive the group list and the proof of payment, confirmation e-mails will be sent to each member of the group shortly.

○ **I am a member in a group, should I fill out an online registration form?**

Yes, you must fill out 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 has been confirmed?**



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

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

If you study and live in Egypt and hold a student ID 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 have to pay according to non-Egyptian participant rates or Egyptian rates?**

You will pay according to Egyptian rates.

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

Please contact:

Ms. Yousra Sobeih

E-mail: yousra.sobeih@bibalex.org

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

Fax: +(203) 4820469

Website: www.bibalex.org/BVA2016

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



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



<https://twitter.com/BioVisionAlex>