

20th International Planetarium Society conference

IPS 2010: 26-30 June 2010

REGISTRATION

The 20th International Planetarium Society conference (IPS2010) will take place at the Bibliotheca Alexandrina Conference Center (BACC), Alexandria, Egypt.

How to Become a Participant

Registrations can be done **online** (for credit card payment only) or:

- In case of payment by Bank Transfer, by sending the completed form together with the bank transfer slip by **fax to +203 4820464**; or by **mail to Mr. Hisham Nabil Planetarium Science Center, Bibliotheca Alexandrina, P.O. Box 138 Chatby, Alexandria 21526, EGYPT**; or by **email to the IPS2010 Conference Secretariat: ips2010@bibalex.org**.
- In case of payment by Bankers' Cheque, by sending the completed forms and cheques by **mail to Mr. Hisham Nabil Planetarium Science Center, Bibliotheca Alexandrina, P.O. Box 138 Chatby, Alexandria 21526, EGYPT**.

Terms & Conditions

Please read the Terms & Conditions carefully before filling and sending your registration form with your bank transfer slip or Bankers' Cheque.

***If your form and/or payment is received after 1 April 2010 and before 30 April 2010, you will be automatically charged the Pre-registration fees.**

***If your form and/or payment is received after 1 May 2010, you will be automatically charged the Late Registration fees.**

All IPS members, regardless of category, will be entitled to register at the member rates published as long as your membership is current as of **31 May 2010**. If you are not an IPS member but intend to attend, you will pay an extra USD 100; we urge you to contact the IPS to register for membership. All membership payments must be returned to Shawn Laatsch, IPS Treasurer. A generic membership form is included in this packet with his mailing address, or you may join online by visiting <http://www.ips-planetarium.org/or/howto.html>.

Registration Deadline

After 31 May 2010 pre-registration will close and all new registrations can only be done at the "New Registration" desk at the Bibliotheca Alexandrina Conference Center during the Conference. Note, onsite registration does not guarantee the availability of all Conference materials and access to all social events. **Any registration after 31 May 2010 will include an additional late registration fee.**

Participants registered onsite will not be listed in the Conference booklet.

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Your Registration Fees covers:

- For Participants:
 - Name badge
 - Conference bag
 - Conference documentation
 - Admission to all sessions
 - Admission to exhibition
 - Opening and closing ceremonies
 - All lunches and coffee breaks as per the Conference program
 - One BA visit
- For Accompanying Person(s):
 - Name badge
 - Admission to exhibition
 - Opening ceremony
 - All lunches and coffee breaks as per the Conference program
 - One BA visit

Accompanying Person

An “accompanying person” must accompany a registered participant whether as an IPS or a Non-IPS member. An “accompanying person” cannot register on his/her own. An “accompanying person” has access to the conference venue and receives the benefits as detailed above. However, other than the Opening ceremony, accompanying guests may not attend any other official Conference sessions.

Conference Gala Dinner

The conference participants are cordially welcome to join the conference Gala Dinner with the background of Egyptian music and local folklore. The conference dinner will take place at the Helnan Palestine Hotel Garden. The Conference dinner has a choice of vegetarian and non-vegetarian items.

Gala Dinner Registration Fees: 50 USD

Confirmation and Joining Instructions

We will send out confirmation of your registration immediately after online registration using a valid credit card providing you with your unique registration number and registration details. If payment is made by bank transfer or cheque, a letter or an email of confirmation with your unique registration number and registration details will be sent within two weeks of receiving the payment.

A final confirmation will be sent to you electronically approximately three weeks prior to the conference. This final confirmation letter must be presented upon arrival at the pre-registration desk, if the account has been settled. If there is a balance still due, you should take this letter to the “Account” desk.

In addition, joining instructions will be sent to all participants electronically approximately three weeks prior to the Conference providing information to help you prepare for your visits to Alexandria and attendance of the Conference. Please ensure you submit your email address when registering. Joining instructions will also be available online on this website.

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Payment of Registration Fees

Payment can be made in US Dollars by any of the following methods:

- Valid VISA, MasterCard or JCB cardholders may use their credit cards for charging all costs. The cardholder name, card number, expiry date of the card and CVB code* should be filled in on the registration form. Other credit cards cannot be accepted.
*CVB code is the last 3 digits on the signature strip on the reverse of the card for VISA or MasterCard.
- Bankers' Cheque forwarded together with the registration form to the IPS2010 Conference Secretariat (Mr. Hisham Nabil – Planetarium Science Center, Bibliotheca Alexandrina – P.O. Box 138 Chatby, Alexandria 21526, EGYPT). The Bankers' Cheque should be purchased at your bank and made out in US Dollars to **Library of Alexandria (IPS2010)**. Please include your name and registration fee details with your Bankers' Cheque. Personal cheques and company cheques are also acceptable as long as they are drawn against a US Dollar bank account. In case of payment by Bankers' Cheques, confirmation of registration will only be sent upon collection of the cheque.

- Bank Transfer in US Dollars to:

Bank Name: Commercial International Bank

Branch: Bibliotheca Alexandrina Branch

Address: EL-Chatby, Alexandria, Egypt

Tel.: +(203) 4835951 - +(203) 4835952

Fax: +(203) 483595

Account Currency: USD

Account Number: 41-8930001-7

Swift Code: CIBEEGCX041

Please include your name and registration fee details with your bank transfer.

The Conference Secretariat will not be responsible for identifying funds transferred directly into the account when the participant name is not mentioned. All bank charges or bank fees associated with the transfer will not be accepted and must be met by the participant.

Please note that all bank transfer payments must be received no later than 31 May 2010.

Alterations and Amendments to Registrations

Alterations to your registration will not be accepted over the telephone. Please fax, post or email any amendments or alterations to the Conference Secretariat email: ips2010@bibalex.org

Cancellation Policy

- If registration is cancelled before 30 April 2010, a full refund will be made with a deduction of \$50.00 for administrative costs
- If registration is cancelled in the period from 1 to 31 May 2010, a refund of only 25% of the total payment will be made
- No refunds will be made for cancellation after 31 May 2010
- Refunding will be done using the same payment method used for registration

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General Guidelines

- All prices are payable in US Dollars only
- It is important that you have your payment confirmation notification with you to show it at the registration desk at the IPS2010

Registration Form

REGISTRATION FORM					
SURNAME:			INITIALS: H.S.		
FIRST & MIDDLE NAMES:			TITLE: (Prof./Dr./Mr./Ms.)		
ORGANISATION:					
POSTAL ADDRESS:					
TELEPHONE:			FAX:		
MOBILE PHONE:			EMAIL:		
CONFERENCE FEES					
	Early Bird before 2 April 2010		Pre-Registration 2-30 April 2010		Late Registration 1-31 May 2010
IPS MEMBERS*	USD 400		USD 425		USD 450
NON-IPS MEMBERS*	USD 500		USD 525		USD 550
	Fees per person	Number of persons	Fees per person	Number of persons	
FEES FOR ACCOMPANYING PERSON(s)	USD 300	<input type="text"/>	USD 325	<input type="text"/>	USD 350 (Fees per person)
PRE-CONFERENCE TOUR	USD 80	<input type="text"/>	USD 80	<input type="text"/>	Not Available
POST-CONFERENCE TOUR (CAIRO & GIZA)	USD 275	<input type="text"/>	USD 275	<input type="text"/>	Not Available
POST-CONFERENCE TOUR (LUXOR & ASWAN)	USD 600	<input type="text"/>	USD 600	<input type="text"/>	Not Available
CONFERENCE DINNER	USD 50	<input type="text"/>	USD 50	<input type="text"/>	USD 50 (Fees per person)
VEGETARIAN	<input type="checkbox"/>		<input type="checkbox"/>		NON- VEGETARIAN
GROUP PHOTO	USD 15		USD 15		USD 15
TOTAL FEES	(Total of selected items from above cells)		(Total of selected items from above cells)		(Total of selected items from above cells)

Advance Registration closes on 31 May 2010. After this date, you must register on-site at the conference at the following rates:

IPS MEMBERS	USD 500
NON-IPS MEMBERS	USD 600
ACCOMPANYING PERSON	USD 400
GROUP PHOTO	USD 15

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- 1 year individual membership (US \$65.00)
 2 year individual membership (US \$100.00)
 1 year institutional membership (US \$125.00) **Renewal**
 1 year institutional membership (US \$250.00) **New**
 1 year corporate membership (US \$450.00)

Name: _____

Planetarium: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Email: _____

_____ **Total Amount Enclosed** Check # _____

Visa/MC # _____

Exp. Date _____

Signature _____ (**required for credit card only**)

Please send this return form and payment to:

Shawn Laatsch, IPS Treasurer
International Planetarium Society, Inc.
600 Imiloa Place
Hilo, HI 96720
U.S.A.
Fax +1 808 969 9748
Email: slaatsch@imiloahawaii.org