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**REGISTRATION FORM**

**Please return the form to** Rasa Aksamitauskaite, BMDA Project Manager

Gedimino str. 50, LT-44239 Kaunas, Lithuania

Phone: +370 698 54438 E-mail: projects@bmda.net

***\*\*\*\*Together with the filled registration form, please submit your photo (JPEG or TIFF format)\*\*\*\****

**PERSONAL INFORMATION (please use capital letters)**

**Title** *(please underline*): Mr. / Mrs. / Ms. / Prof. / Dr.

|  |  |
| --- | --- |
| First name:  | Surname:  |
| Institution:  | Position:  |
| Address:  |
| Phone:  | Fax:  |
| Email:  | Web page:  |
| V.A.T. number (if applicable):  |
| Registration no. /Company code:  |

***Note: If you are filling in the registration form using Microsoft Word, to mark the necessary answer, click twice on the grey square and mark the default value “checked“***

**REGISTRATION FEES**

* Registration fees, payable in advance before the Conference, cover attendance at the meeting, conference materials, refreshments, coffee breaks, welcome reception and cultural program during Gala dinner.

**The Invoice will be send after your Registration Form is received.**

* Registration fees DO NOT cover accommodation.
* Registration fees DO NOT cover VAT. If it is applicable, it will be added to the fee.

|  |  |
| --- | --- |
| **EARLY BIRD FEE** for **BMDA MEMBERS** (until March 5, 2016) – **350 EUR** **EARLY BIRD FEE** for **non BMDA MEMBERS** (until March 5, 2016) – **450 EUR** **ORDINARY FEE** for BMDA members (after March 5, 2016) – **500 EUR** **ORDINARY FEE** for **non BMDA MEMBERS** (after March 5, 2016) – **600 EUR**  |  [ ]  [ ] [ ] [ ]  |
| PARTICIPATION **FOR ALL THE MEMBERS** ON THE **FIRST DAY ONLY** (April 20, 2016) – **50 EUR** [ ] **EARLY BIRD FEE:**PARTICIPATION **ON SELECTED DAYS** ONLY (*leave blank if not applicable*)  **BMDA MEMBERS NON BMDA MEMBERS**April 21, 2016 – **180 EUR** [ ]  April 21, 2016 – **225 EUR** [ ]   April 22, 2016 – **180 EUR** [ ]  April 22, 2016 – **225 EUR** [ ] **ORDINARY FEE:**PARTICIPATION **ON SELECTED DAYS** ONLY (*leave blank if not applicable*)  **BMDA MEMBERS NON BMDA MEMBERS**April 21, 2016 – **225 EUR** [ ]  April 21, 2016 – **275 EUR** [ ]  April 22, 2016 – **225 EUR** [ ]  April 22, 2016 – **275 EUR** [ ]   |     |

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**CONFERENCE PARTICIPATION**

Will you participate at the “Academic Solutions and Insights” day (April 20)? Yes [ ]  No [ ]

Will you participate at the “Business Solutions FOR Leading Organizations” day (April 21)? Yes [ ]  No [ ]

Will you participate at the “Business Solutions FROM Leading Organizations” day (April 22)? Yes [ ]  No [ ]

**DINNER SECTION**

Will you participate the networking wine and snacks on April 20th? Yes [ ]  No [ ]

Will you participate in Welcome reception on April 21st? Yes [ ]  No [ ]

Will you participate in Gala dinner on April 22nd? Yes [ ]  No [ ]

**PARTNER SECTION**

Will your partner be joining me for the Gala dinner on April 22nd? Yes [ ]  No [ ]

**By marking “Yes”, I agree to pay additional 75 EUR together with my registration fee**

*Payment for your partner’s participation (****75 EUR****) has to be made at the same time as your registration fee payment.*

**DIETARY NEEDS**

Do you have any special dietary needs, e.g. food allergies, special requirements?

[ ]  None [ ]  I am a vegetarian [ ]  I have other dietary needs (*please specify*) .......................................................

**ACCOMODATION**

Would like to receive accommodation recommendations for the Conference participants? Yes [ ]  No [ ]

***Please note that the hotel fee will have to be paid directly to the hotel.***

*Information about hotels will be sent after the registration form is received*.

**PAYMENT**

***The invoice will be sent upon receiving your filled registration Form.***

[ ]  By bank transfer to **Baltic Management Development Association (BMDA)**

 AB SEB Bankas, Vilnius, SWIFT: CBVI LT 2X,

 BALTIJOS VADYBOS PLĖTROS ASOCIACIJA

 Account NO. LT597044060003722672

 ***Note: Unfortunately, we cannot accept credit cards.***

**VISA**

**Do you need to apply for a visa to enter Minsk?** Yes [ ]  No [ ]

**CANCELLATIONS**

Only cancellations in written received before April 15th, 2015 will be refunded (a cancellation administration fee of 10% will be charged). Thereafter, unfortunately, we will not be able to refund any fees. If you are not able to attend, you are always welcome to send a replacement. However, prior notification is required.

**NAME, SURNAME**: ……………………………

**SIGNATURE**: …………………………………

DATE: ……..………………

**The confirmation e-mail and invoice will be sent to you after receiving your filled registration form.**