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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](mailto: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.**