

PLEASE RETURN TO:

MCI Deutschland GmbH
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**GESELLSCHAFT ZUR
 FÖRDERUNG DER
 LEBENSWISSENSCHAFTEN**
 HEIDELBERG GMBH

REGISTRATION FORM

The EMBO Meeting 2013
 21 - 24 September 2013 in Amsterdam

Please use block capitals and use one form per participant.

A. PARTICIPANT INFORMATION

Mr. Ms./Mrs. Professor Dr. male female

Family name

First name

Private address Institute/Business address

Institute/University

Department

Street

no.

Postcode

City

Country

Phone no. (during work hours)

Fax no.

E-Mail address (Please ensure you use the same e-mail address for participant registration & abstract submission.)

Please enter the institute name you would like to be displayed on your name badge onsite (maximum characters: 29).

How did you hear about *The EMBO Meeting*? Please tick all that apply:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> email communication | <input type="checkbox"/> print mailing | <input type="checkbox"/> Facebook | <input type="checkbox"/> Google Ad |
| <input type="checkbox"/> poster in lab/institute | <input type="checkbox"/> print advertisement | <input type="checkbox"/> Twitter | <input type="checkbox"/> other conference |
| <input type="checkbox"/> previous participant | <input type="checkbox"/> conference website | <input type="checkbox"/> internet search | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> friend or colleague | <input type="checkbox"/> online advertisement | <input type="checkbox"/> scientific society | |

Abstract submission

I have submitted an abstract

I will submit a late abstract

I am NOT submitting an abstract

C. CAREER DEVELOPMENT SESSIONS

SATURDAY, 21 September 2013		
CAREER DAY ACTIVITIES		
<i>Career Day Activities – full details available on the webpage. Number of participants is limited. Pre-registration required. First come, first served.</i>		
10:00 – 17:00 (break 12:00 – 14:30)	A1 Presentation skills: how to capture your audience	<input type="checkbox"/> € 30.00
10:00 – 17:00 (break 12:00 – 14:30)	A2 Job applications: Understand the do's and don'ts	<input type="checkbox"/> € 30.00
10:00 – 12:00	B1 Effective networking for researchers	<input type="checkbox"/> € 20.00
12:15 – 14:15	C1 Career Options Lunch	<input type="checkbox"/> € 20.00
14:30 – 17:30	D1 How to get your paper published	<input type="checkbox"/> € 20.00
WORKSHOP FEE SUBTOTAL = € _____		

MONDAY, 23 September 2013	
PURSuing AN ACADEMIC CAREER MENTORING SESSION - FULLY BOOKED!	
<i>Number of participants is limited, pre-registration is required. No registration fee.</i>	
13:30 – 14:45	Max. 10 participants and two mentors will be seated for round table discussions per topic. As sessions run parallel, you may only select one topic.
FULLY BOOKED	After your PhD - what comes next in academia? The choice between a postdoc in your home country or abroad, Europe, the USA or elsewhere?
FULLY BOOKED	Planning your career: obtaining an appropriate postdoc position
FULLY BOOKED	Starting your own lab: where and how (i.e. tenured positions, fellowships, grants) and other issues
FULLY BOOKED	Job application strategies for academic positions: applying for independent positions - first as a junior independent investigator and then at higher (assistant professor) level
FULLY BOOKED	Defining and refining research directions for your project and your group
FULLY BOOKED	Raising a family while pursuing a career in research
FULLY BOOKED	Publishing: How important is it for your career? When is your story ready to be published? Which journal to try? Who should be involved in writing the paper, and who should be co-authors? How to reply to editors and reviewers?
FULLY BOOKED	Writing your first grant. Grant opportunities for young scientists within Europe
FULLY BOOKED	Communicating your science.

D. EVENING EVENTS

<input type="checkbox"/> WELCOME DRINKS	Saturday, 21 September	1 ticket per registration	FREE for registered participants, registration is required
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General Terms & Conditions

Registration & Cancellation Policy

- I understand that the deadline for pre-registration is 4 September 2013.
- Any registrations or payments received thereafter, confirmation documents will be handed out onsite.
- Registration and services booked can only be confirmed upon receipt of full payment or valid credit card details.
- For cancellations received before midnight CEST 12 June 2013, fees will be refunded minus €18 for administrative costs. After this date, no refund will be possible.
- Name changes incur a handling fee of €18 per registration.
- In case of no-show or early departure no refund will be issued.
- Cancellation(s) and/or modification(s) to your original registration(s) (including sessions and social events) and/or hotel booking must be made in writing (fax, letter or e-mail) to:
MCI Deutschland GmbH, Markgrafenstr. 56, 10117 Berlin, Germany, Fax: +49 30 2045950
E-mail: registration.berlin@mci-group.com
- Should you have any special requests for the processing of your invoice, kindly let us know when submitting your registration form. The re-issuing of an invoice incurs a €20 handling fee.
- All prices listed are correct at time of publication, all tariffs and VAT rate are subject to change.

Name Badge Replacement Policy

Participants can only collect their name badges upon arrival at the conference from the registration area. If the badge is lost, a replacement badge will be issued at a charge of €20. Should the badge be mislaid a second time, the individual would need to re-register onsite at the published rates.

Additional Workshops

Each additional workshop requires a minimum number of participants:

- Workshops: if the minimum is not reached by four weeks prior to the conference the workshop in question will be cancelled and a full refund will be given.

Should an individual cancel their own participation, no refund will be issued.

Participants take part in all aspects of the programme, additional workshops and social events at their own risk.

Hotel Accommodation

The selected hotels have limited capacity. It is recommended to make your hotel booking as early as possible. If the desired hotel/category is already fully booked, MCI Deutschland GmbH reserves the right to arrange accommodation in another hotel/category. All changes and cancellations are to be made in writing and addressed to MCI Deutschland GmbH.

In case of partial or full cancellation of the hotel reservation before 21 May 2013, a handling fee of €40 per person will be charged. From 21 May until 18 June, for partial or full cancellation, 50% of the booked hotel nights will be charged but as a minimum one night will be charged at least. In case of cancellation or no-show without prior notice after 18 June 2013, all hotel nights reserved will be charged. In case of no-shows, the right

to the booked hotel room will expire the following day at 09:00am local time. A €30 handling fee per person will be charged for changes in hotel reservations. The hotel is liable for damages if the reserved room is not made available. MCI Deutschland GmbH will charge the deposit for the first night on behalf of the hotel. The amount will be transferred directly to the hotel and will be deducted from the final invoice issued by the hotel upon departure. The final invoice (including VAT) can only be issued by the hotel. Please ask for this invoice at the hotel reception.

Should a third party take over the contract from a participant, both parties are liable for payment of the invoices as well as the re-booking fees.

To secure adequate overnight capacity, MCI Deutschland GmbH contracted these hotel rooms for the conference a long time in advance. Hotels may publish online or last-minute promotional rates for a limited number of rooms which may vary from the prices contracted for the conference.

Legal Conditions

Organizer of *The EMBO Meeting* is *Gesellschaft zur Förderung der Lebenswissenschaften Heidelberg GmbH* (VAT Nr. DE264471047). The scientific programme is the organizer's responsibility. MCI Deutschland GmbH is acting as an agent for hotel accommodation and social programme. Registration fees are collected by MCI Deutschland GmbH on behalf of the organizer. All vouchers/documents will only be distributed upon receipt of full payment. Please pay any balance on time, as indicated on your invoice. There will be no refund or replacement for lost or unused vouchers/documents.

Liability

MCI Deutschland GmbH's liability for damages – not including personal injury – is limited to three times to the total invoice amount, provided that the damage is not caused deliberately or in a negligent manner.

The participant acknowledges that he/she has no right to lodge damage claims against the organizer should the holding of *The EMBO Meeting* be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the last-minute cancellation of speakers or other reasons necessitate programme changes.

These general terms and conditions and all subsequent information are to be considered as the legal basis for all conference participants. Verbal agreements are not binding, unless confirmed in writing. These conditions are subject to the jurisdiction of Amtsgericht Mannheim, Germany (Magistrate's Court).

Data Protection Provisions

By completing the registration form, the participant agrees that his/her data may be used, processed and published (e.g. within the list of participants) for organizational purposes of this and other meetings. The collection, processing and use of these data is carried out in compliance with the protection of data privacy, and under the supervision of the data-protection representative. Exclusive Court of Jurisdiction is in Berlin, Germany, the headquarter of MCI Deutschland GmbH.