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**REGISTRATION FORM**

**Please return the form to** Rima Mockeviciute, BMDA Project Manager

E. Ozeskienes str. 18, LT-44254 Kaunas, Lithuania

Phone: +370 37 302206 Fax: +370 37 205676 Mob: +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.

|  |  |
| --- | --- |
| SPECIAL OFFER FOR THE **BMDA** AND **RTU** PARTNERS  For the partners of Baltic Management Development Association (BMDA) and Riga Technical University (RTU), the special Conference price is 270 EUR *(e-mail confirmation will be sent)* |  |
| EARLY BIRD FEE **UNTIL APRIL 15TH**, 2014\*  BMDA members – 390 EUR   * NON BMDA members – 490 EUR   LATE BIRD FEE **AFTER APRIL 15TH**, 2014  BMDA members – 490 EUR  NON BMDA members – 590 EUR |  |
| PARTICIPATION **ON SELECTED DAYS** ONLY (*leave blank if not applicable*)  Early bird regidtration (until April 15, 2014) - 200 EUR per day)  Late bird registration (after April 15, 2014) – 250 EUR per day  May 7, 2014  May 8, 2014  May 9, 2014 |  |
| FOR **PhD Students**  I would like to receive a PhD Student discount  *(a documentary proof of involvement in PhD studies might be required)* |  |

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**RESEARCH PART**

Are you going to submit the abstract for the Conference Research Part (May 7)? Yes  No

If your answer is “Yes”, please indicate the track chosen: ……………………………………………………………….

**CONFERENCE PARTICIPATION**

Will you participate at the “Academic Solutions and Insights” day (May 7)? Yes  No

Will you participate at the “Business Solutions FOR Leading Organizations” day (May 8)? Yes  No

Will you participate at the “Business Solutions FROM Leading Organizations” day (May 9)? Yes  No

**DINNER SECTION**

Will you participate the networking wine and snacks on May 7th? Yes  No

Will you participate in Welcome reception on May 8th? Yes  No

Will you participate in Gala dinner on May 9th? Yes  No

**PARTNER SECTION**

Will your partner be joining me for the Gala dinner on May 9th? 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 Latvia?** Yes  No

**CANCELLATIONS**

Only cancellations in written received before May 1st, 2014 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.**