**Halting Antimicrobial Resistance Dissemination
in Aquatic Environments (HEARD2018)**

16-19 September, 2018 – CSF Monte Verità, Ascona, Switzerland

Registration and board and lodging booking procedures

Please read carefully the below procedure before registering. If you have questions before proceeding with your registration and board and lodging bookings, contact **Paolo Demaria**.

The procedure has 3 steps

1. Registration and payment of the conference registration fee
2. Meals booking and payment (only by credit card)
3. Hotel booking and payment (only by credit card for rooms at Monte Verità)

Please note that for organizational reasons it is very important that this procedure is followed in the correct order. Thank you for your understanding!

1. Registration and payment of the registration fee

This step is performed through an online platform managed on by the Congressi Stefano Franscini / ETH Zurich. ***ETH Zurich collects the registration fees as collection agent for the host (Eawag) and does not provide own services.***

Fill out and submit the registration form. **The link to the form is at the end of this document. Please continue to read these instructions before proceeding to the registration form.**

After submitting the form, you are directed to a secure credit card payment page, where you can pay the registration fee (**250.- CHF for MSc and PhD students; 350.- CHF for everybody else**). Type the appropriate amount and the credit card data to make your payment. **The registration fee includes only the attendance to the conference and does not include any board and lodging costs.**

Once you have successfully paid the registration fee with credit card, you will receive two E-mails **at the address you indicated in the registration form**:

1. The first E-Mail will be sent by the Saferpay Platform and will confirm that payment of the registration fee via credit card has been successful.
2. The second E-Mail will be sent by the CSF database and will contain the CONFERENCE CODE, necessary to access the Monte Verità Meals Booking Platform for the booking of

meals and the Hotel Monte Verità website for the booking of the bedroom with reduced rates (steps 2 and 3).

We strongly recommend credit card payment for the registration fees (in order to immediately obtain the code to access the next steps), but if this is absolutely not possible for you, please contact **Paolo Demaria** to arrange for a bank transfer. In that case the code will be sent after receiving the payment. Please be advised that exceptions to credit card payments can be made **only for the registration fee**. You will still need a credit card payment for meals and hotel booking (next steps).

Payment of the registration fee implies knowledge and acceptance of our **Terms and Conditions** (see below on page 4).

Deadline for the registration and conference fees payment: September 2nd, 2018.

2. Meals booking

Once you paid the registration, please go to the **meals booking page on Monte Verità's website**.

Type the code you have received in your registration confirmation email to access the meals booking page. The meals full package covers coffee breaks, lunches and dinners from the welcome drink + dinner on Sunday, September 16th to lunch on Wednesday, September 19th. An excursion + conference dinner at the Brissago Island on Tuesday afternoon is included as well. **The cost of the full board package (including excursion+conference dinner)is 359.- Swiss Francs.**

Breakfast at Monte Verità is included only for participants lodged at Monte Verità (included with the room price).

Even if you are lodged outside Monte Verità, we strongly recommend that you book your meals on-site, so that you can interact with the other participants during lunch and dinner.

Please note that meals must be booked and paid for **until September 2nd, 2018. After that date the meals booking platform will be closed and the restaurant will not accept any more bookings.**

Once the meals booking and payment is successfully finished, you will receive a link to Monte Verità's hotel booking page for the last step.

Booking and payment of the meals package implies knowledge and acceptance of Monte Verità's **Terms and Conditions** (see below on page 5).

3. Hotel booking

You can either book your room at the Monte Verità hotel (the conference venue) or in a different hotel in Ascona.

Monte Verità (conference venue)

Following the directions after booking and paying for the meals, you will reach Monte Verità's hotel booking platform, where you can check availability and prices and, if you find a

room that fits your wishes and budget, you can go ahead and book it. **You will need to type the same code that you have used for the meals booking.**
Only by following this procedure and using the code, you can access cheaper rates for the rooms at Monte Verità, valid only for our conference participants. Booking at Monte Verità via any external platform will not give you access to the cheaper rate.

Please note:

- Rooms will be available on a first come first serve basis
- **Some have a shared bathroom. Please read the room descriptions carefully.**
- If you wish to book a shared double room with a colleague, both names must be mentioned at the time of booking and the room must be paid for the full occupancy.
- The rooms via this platform can be booked only for the time of the conference (maximum of 3 nights, earliest possible arrival on Sunday, September 16th, latest possible departure Wednesday, September 19th). If you need pre- or post-conference extra nights, you must **contact the hotel** directly. Please be aware that rates for extra pre- or post-conference nights will vary from those quoted for the conference days.
- If you wish to book a shared double room **with an accompanying person** (not active participant), both names must be mentioned at the time of booking and you **must select the "accompanying person" option (accompanying persons do not get the reduced room rates).**

Booking and payment of a room at Monte Verità implies knowledge and acceptance of Monte Verità's **Terms and Conditions** (see below on page 5).

Other hotels in Ascona

You can refer to your favourite online booking portals for hotel and/or rooms/apartments to search what suits your wishes and budget. Check carefully the hotel location and distance from Monte Verità (type "Fondazione Monte Verità Ascona" in google maps) and be advised that Monte Verità is located on a hill about 100 meters above Ascona. From the town centre (post office), it's about a 20-minute walk uphill to reach the conference venue. There is limited public transport between Ascona and Monte Verità, with a schedule that is not convenient with the starting of the conference in the morning.

Some hotels in Ascona that have been used for Monte Verità conferences in the past are:

Hotel Luna
Hotel La Perla
Hotel Ascona

Please note that we have not made any pre-booking or agreement with the above hotels. These are just suggestions and we do not assure availability or any special rates.

For cancellation conditions, refer to your booking system or directly to the hotel of choice.

You can start the procedure with the registration form.
(click on the "Register" next to "other participant")

Registration fees and Terms & Conditions

Registration fees

- MSc and PhD students: 250.- CHF
- Full rate (PostDocs, Senior Scientist, PI, Professors, Industry): 350.- CHF

The registration fee includes only the participation at the conference and **does not** include board and lodging costs, which must be booked via separate steps (see above)

ETH Zurich collects the registration fees as collection agent for the host (Eawag) and does not provide own services.

Cancellation policy

Cancellation must be communicated by email to **Paolo Demaria**. The date of the email counts as cancellation date. Refund of the registration fee is possible as follows:

- Cancellation until August 16th: Full refund
- Cancellation from August 17th to September 2nd: 50% refund
- Cancellation from September 2nd or no-show without cancellation notice: no refund

The conference organizers cannot accept any liability for personal injuries sustained, or for loss or damage to property belonging to conference participants (or their accompanying persons), either during, or as a result of, the conference. Registration fees do not include insurance.

By registering and paying your fees, you accept all of the above terms and conditions.

Meals Terms & Conditions

Cancellation of the booked meals **must be communicated by email to Ms. Liliana Cantoreggi at Fondazione Monte Verità (liliana.cantoreggi@monteverita.org).** The date of the email counts as cancellation date. Refund of the paid amount for meals will be performed as follows:

- up to 15 days to arrival date: full refund
- from 14 to 7 days to arrival date: 50% refund
- from 6 days to 24 hours to arrival date: 25% refund
- 24 hours to arrival date, no show or unannounced earlier departure: no refund

Please note that these are conditions of the Fondazione Monte Verità, our conference venue, and the conference's organizing committee is not responsible for any communication or discussion regarding the above conditions.

Hotel Monte Verità Terms & Conditions

Cancellation of a booked hotel room at Monte Verità **must be communicated by email to the hotel reception (info@monteverita.org).** The date of the email counts as cancellation date. Refund of the paid amount for meals will be done as follows:

- up to 30 days to arrival date: full refund
- from 29 to 15 days to arrival date: 65% refund
- from 14 to 3 days to arrival date: 50% refund
- from 48 to 24 hours to arrival date: 25% refund
- less than 24 hours to arrival date, no show or earlier departure: no refund

Please note that these are conditions of the Fondazione Monte Verità, our conference venue, and the conference's organizing committee is not responsible for any communication or discussion regarding the above conditions.