

Registration Information

The conference is open to UITP Members (Full members, Associate and Academic Members, Prospective Members, Honorary Members, Personal Members and members of all UITP Commissions & Committees) and non-members. For further details about membership, please contact the UITP General Secretariat in Brussels, Belgium.

Included in your registration fee

- List of participants
- Access to all conference sessions
- Only full registrations: An electronic access to the speakers' presentations through UITP E-Library (Mobi+)
- Only full registrations: Lunches and coffee breaks as mentioned in the programme.
- Only full registrations: Participation in the technical visits
- Only full registrations: IT Family Dinner on Wednesday 15 February 2012 and Karlsruhe Reception on Thursday 16 February 2012.

Accompanying persons are welcome to join the social events but **are not entitled to enter the conference sessions.**

Terms and conditions

- As soon as your registration form is received, an invoice will be issued on your behalf. A confirmation letter as well as your participation number will be sent out after receipt of the invoiced registration fees.
- Please note that the bank transfer is to be done at least two weeks prior to the event and that registration is assured only upon receipt of registration fees. If the payment is made just before the conference a proof or a letter of guarantee will be required on the spot. Registered participants whose payment is not complete will not be allowed to attend the event.
- If you cannot attend the conference we are happy to accept a substitute colleague at any time. In case of cancellation, we will deduct 50% of the according registration fee (less applicable bank charges) provided that your cancellation is received in writing by

23 December 2011 at the latest.

- Please note that no deduction can be made after this date and the registration fee is still due, even in case of no show.
- The organisers – UITP & KMK – reserve the right to make amendments to the programme or any related activity.
- For organisational reasons, only one accompanying person per delegate is allowed. Accompanying persons cannot be fellow employees.
- **Bank charges have to be supported by the participant.**
- The registration fees are applicable to all participants of the conference, except speakers and session moderators. Payments are to be made in EURO.
- Hotel accommodation is not included in the registration fee.

Important note: Non-member participation fees and rules will be applied automatically to companies or organisations if, for any reason, the payment of their UITP membership subscription has still not been effected.

*Conference languages

Conference languages are German and English. Translations into French and Spanish may be provided, depending on the number of participants.

Hotel information

As a special service, KMK offers you the possibility to book your hotel accommodation directly through the event website

www.it-trans.org.

Just click "Hotel accommodation" and reserve your hotel room online.