

# Third International Rubiaceae Conference

Laboratory of Plant Systematics  
Kasteelpark Arenberg 31, 3001 Leuven, Belgium  
Tel. ++ 32 016 32 1535

## Registration Fee

	Before 31 May 2006	After 31 May 2006
Students	225 EUR	375 EUR
Non-students	300 EUR	375 EUR

The registration fee will cover all lunches and tea/coffee for the duration of the conference, an abstract book, a conference dinner, proceedings of the conference and the conference trip. Master and PhD-students should send a scan of their student card to [karin.snel@bio.kuleuven.ac.be](mailto:karin.snel@bio.kuleuven.ac.be)

## Methods of Payment

The payments should be made in EUR by:

\* SWIFT inter-bank transfer payable to K.U.Leuven

Bank account number: 432-0000011-57

Adress: Algemeen Beheer, Krakenstraat 3, 3000 Leuven, Belgium

SWIFT code: KREDBEBB

IBAN code: BE09 4320 0000 1157

The following structured communication should be filled out:

400/0000/27422

**Attention! Without this structured communication, we will be unable to trace your payment!**

\* VISA or MASTERCARD payment

Visa and Mastercard payments are possible by filling out the visa form (see third page) and by faxing it to ++ 32 16 32 1955. We apologize that other credit cards cannot be accepted.

## **Cancellation and Refunds**

All cancellations should be made in writing and sent to Karin Snel, Laboratory of Plant Systematics, Kasteelpark Arenberg 31, 3001 Leuven, Belgium.

Reimbursement of registration fees

*Before 31 May 2006* - reimbursement of the amount paid, less 10% cancellation charge to cover administrative costs will be given.

*Before 1 September 2006* - reimbursement of the amount paid, less 50% cancellation fee.

*After 1 September 2006* - no refunds will be given.

Please note that telephone cancellations will not be accepted.

Refunds will be dealt with after the Conference.

## **Confirmation**

A letter of confirmation will be sent to participants on receipt of Registration Form and respective payments within 10 working days. The letter of confirmation and a copy of payment order should be presented at the Registration Desk upon arrival at the Conference.

## **Grants**

A limited amount of grants will be available to attend the conference. They will preferably be given to postdoctoral researchers from developing countries. The beneficiaries are expected to give an oral presentation. The grant will cover bed and breakfast accommodation, the conference fee (which includes lunches, conference dinner, and excursion), and part of the travel costs. If you would like to apply for grant support, please send - your CV - an abstract proposal - a letter explaining the necessity of the grant - and an estimate of the travel costs to Steven Dessenin ([steven.dessenin@bio.kuleuven.be](mailto:steven.dessenin@bio.kuleuven.be)). The organising committee will announce its decision by the end of March.

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## VISA Payment Form

Name:
Name of Institute:
Address:
e-mail:
Number of student payments (225 EUR pp):
Number of non-student payments (300 EUR pp):
Number of payments after 31/5/2006 (375 EUR pp):
Name(s) of conference participant(s):
Type of credit card (only VISA and MASTERCARD are allowed):
Number of credit card:
Name on credit card:
Expiry date on the credit card:
3-digit security code on back of card:
Amount to be charged (in EUR):
Signature of cardholder:

Please complete this form and fax it to the Laboratory of Plant Systematics at ++ 32 16 32 1955