# 69<sup>™</sup> IFLA COUNCIL AND GENERAL CONFERENCE 1-9 AUGUST 2003, BERLIN

## **Registration Form**

### Online registration possible via www.ifla.org

Please complete in BLOCK CAPITALS and return by mail or by fax by 15.07.2003 to:

#### K.I.T. GmbH

Kongress- und Incentive-Organisation

Kurfürstendamm 71

D-10709 Berlin

Tel: +49 30 24603 0 Fax: +49 30 24603 310

One copy of this form should be completed for each participant (accompanying persons do not need a separate form). Please type or print clearly in BLOCK CAPITALS and provide the information as you wish it to appear on your badge and in the list of participants. Please tick here to indicate whether you agree that your name appears on the conference website and that your name and address be passed on to the IFLA 2003 exhibitors: 🗌 yes 🛛 🗌 no

## PERSONAL DETAILS

□ Mr. □ Mrs. □ Dr. □ Prof.		
Last name:	First name:	
Company / Institution:		
Position:		
Street / P.O. Box:		
Zip code:	City:	_ Country:
Telephone (Country Code):	_ City Code:	_ Number:
Fax (Country Code) :	City Code:	_ Number:
E-mail:		
GENERAL INFORMATI	0 N	
Are you an IFLA member:	$\Box$ yes, membership code: $  -   -   -  $ (please refer to the General Conditions)	□ no
Is this your first IFLA Conference:	□ yes	🗌 no
Would you like to receive an official invitation:	□ yes	🗌 no
Please state here any special diet, special needs of	or other requirements:	
	SON(S) REGISTRATION	

## ACCOMPANYING PERSON(S) REGISTRATION

Last name \_\_\_\_\_\_ First name: \_\_\_\_\_\_

Last name \_\_\_\_\_ First name: \_\_\_\_\_



# **REGISTRATION FEES**

All prices mentioned below are free of VAT and quoted in Euro. The registration will be processed once full payment has been received.

Receipt of registration f	orm		
and payment:	IFLA-Member	Non-Member	Accompanying Person
before 01.05.2003	🗆 EUR 350	🗆 EUR 400	🗆 EUR 200
after 01.05.2003 until 15.07.2003	🗆 EUR 400	🗆 EUR 450	🗆 EUR 250
on-site	🗆 EUR 450	🗆 EUR 500	🗆 EUR 300

### LIBRARY VISITS

Only registered participants and accompanying persons can take part in these visits which are already included in the registration fee. Please indicate below which library you wish to visit. You will find the list of libraries with all necessary details in the Final Announcement. Please put the appropriate information here:

First choice:	Library No	Day:	_Time:
Second choice:	Library No	Day:	_Time:
Third choice:	Library No	Day:	_Time:
BERLIN TOURS			

Only registered participants and accompanying persons can take part in these tours. One tour per person is included in the registration fee.

No. of Person(s)

□ Berlin Orientation Tour on Monday, 04.08.2003, from 09.00 hrs to 12.00 hrs

□ Berlin Orientation Tour on Tuesday, 05.08.2003, from 09.00 hrs to 12.00 hrs

□ Berlin Orientation Tour on Wednesday, 06.08.2003, from 09.00 hrs to 12.00 hrs

# ACCOMPANYING PERSON(S) PROGRAMME

Only registered accompanying persons can take part in these tours. Per person, two half-day and one full-day tour are included in the registration fee.

Monday, 04.08.2003 Please choose one of the following six tours:	No. of Person(s)
Walking tour: art galleries tour through the Spandauer Vorstadt, from 10.00 hrs to 12.00 hrs	
☐ Walking tour: art galleries tour around the Savignyplatz, from 10.00 hrs to 12.00 hrs	
☐ Walking tour: the modern architecture around the Potsdamer Platz and Tiergarten, from 10.00 hrs to 12.00 hrs	
☐ Walking tour: the classical architecture around Unter den Linden, from 10.00 hrs to 12.00 hrs	
□ Visit of the Jewish Museum, from 10.00 hrs to 12.00 hrs	
$\Box$ Visit of the KPM Porcelain Factory, from 10.00 hrs to 12.00 hrs	
(Page 2) Last name, first name:	

#### Tuesday, 05.08.2003

Please choose one of the following two tours:

 $\Box$  Full-day tour: Barge-lift Niederfinow and the Monastery of Chorin, from 08.30 hrs to 18.00 hrs

□ Full-day tour: Güstrow and the Mecklenburg Lake District, from 09.00 hrs to 18.00 hrs

#### Friday, 08.08.2003

 $\hfill\square$  Boat tour: Under the bridges of the Spree, from 10.00 hrs to 12.30 hrs

### EVENING FUNCTIONS

Only registered participants and accompanying persons can participate in the evening functions. The following evening functions are included in the registration fee.

				No. of Person(s)
Opening of the Exhibition at the on Sunday evening, 03.08.2003	e ICC Berlin			
Opening party at the Palais am on Monday evening, 04.08.2003	Funkturm			
Cultural evening at the Berlin S Cultural Heritage on Thursday ever	-			
Cultural Hentage of Hursday ever	ing, 07.00.2005			
PAYMENT				
Total Amount Due in Euro: EUR				
	which is issued in Eur k side (accepted are only bank drafts,		FLA 2003 Berlin Se	ecretariat and includes the
Please debit my credit card with th	e total amount due: 🛛 🗌 VISA	Euro/Mastercard	Diners Club	
Credit card No.:		Expiry date:		
Card verification code:	(see on reverse side of the card in t	he signature field, last three	e digits)	
Cardholder:		Signature:		
$\Box$ I have transferred the total amo	punt to:			
Dresdner Bank AG in Berlin	Account Holder: BDB / IFLA 2	2003 Berlin Secretariat		
Pariser Platz 6	Account No.: 40 5215 90 01			
D - 10877 Berlin	International Bank Code: 120	0 800 00		
Germany	Swift Code: DRESDEBB			
Please indicate as purpose IFLA 20	003 and the name of the participant.			
I have read and accept the Genera	l Conditions and Liabilities and confirm	n the above bookings:		
Signature		Place, Date		

# GENERAL CONDITIONS

#### Membership

All IFLA members regardless of their category of membership will be entitled to register at the membership rates published. If you are not a Personal Member or representative of an Institutional Member, but a member of your national library association with membership of IFLA, please contact your national association or IFLA Headquarters for the correct membership code which should be entered on this registration form.

#### **Conference** application

Only complete and signed registration forms can be accepted. The registration can only be confirmed after receipt of the total amount. If your registration form and payment are received after 01.05.2003, the late fee will be charged automatically. The last day for advance registration is 15.07.2003. Later registrations are only possible on-site. All conference documents will be handed out on-site at the registration desk.

#### Cancellations

Please notify K.I.T. GmbH in writing of any cancellations or alterations. K.I.T. GmbH will charge EUR 50 for cancellations received before 01.05.2003. For cancellations received before 01.07.2003 a refund of 50% will be made. No refunds are possible for cancellations received after 01.07.2003. Refunds will be made after the conference. We are happy to accept replacement participants without any additional charges.

#### Liability

K.I.T. GmbH shall be liable in the framework of a duty of care as a respectable businessman according to statutory provisions. The liability of K.I.T. GmbH - for whatever legal reason - shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The participant shall take part in all excursions and tours at his/her own risk. Oral agreements shall not be binding, if these have not been confirmed by K.I.T. GmbH in writing.

BDB e.V. shall be liable in the framework of the German Civil Code. The liability of BDB e.V. – for whatever legal reason – shall be limited to intent and gross negligence. The liability of commissioned service providers shall remain unaffected by this. The participant shall take part in all excursions and tours at his/her own risk. Oral agreements shall not be binding, if these have not been confirmed by BDB e.V. in writing.

#### Data protection

BDB e.V. and K.I.T. GmbH collect and store personal data for the preparation and execution of the IFLA 2003 conference. Data will not be passed on to third parties without the explicit agreement of the participant. Data protection is warranted in accordance with the German Data Protection Act and the Tele Service Data Protection Act.

#### **Fulfilment and Jurisdiction**

This contract is subject to the law of the Federal Republic of Germany. Place of fulfilment and jurisdiction is Berlin.