

## Methods of Payment



1. **Pay on-line using your credit card (VISA - MASTERCARD) - preferred.** To do this, please use the on-line Registration Form (click on the ON-LINE REGISTRATION link found at the REGISTRATION AREA on the page from which you came here and follow the instructions therein). You must be the cardholder to use this option. Then,
  - a. You will receive a bank notification message informing you about the amount of money that has been deducted from your credit card.
  - b. You will also receive the official **Confirmation of Registration** via email from the **CIP 2008** registration desk.

### 2. Pay by faxing your credit card details

This can be done in two alternative ways.

- a. **Using the on-line Registration Form** (as above specified), where you will be prompted, at some stage, to choose the method of payment. You choose the fax method and a pdf page with your details is created for you, which you can print, fill in, sign and fax it to **+30 2610 991945**.
- b. **Downloading the Registration Form**, found at the REGISTRATION AREA (on the page from which you came here). Print, fill in, sign and fax the completed form to **+30 2610 991945**.

The registration desk will charge your credit card with the respective amount and send you the official **Confirmation of Registration** via email. In case you are using someone else's credit card to pay for your registration, **DO NOT PROCEED** with on-line payment. Please send the Registration Form by fax, as a signed authorization of the cardholder is required in hardcopy, accompanied by a copy of both sides of the credit card.

### 3. Pay by bank transfer (an administration fee of € 20 will be applied).

If you are unable to pay by credit card, you may pay by bank transfer, but an **extra 20€ is required to cover administration handling costs**. This can be done in two alternative ways:

- a. **Using the on-line Registration Form** (as above specified), where you will be prompted, at some stage, to choose the method of payment. You choose the bank transfer method and the on-line system will generate an e-mail giving you the bank account details of Stamatia Gika.
- b. **Downloading the Registration Form** found at the REGISTRATION AREA (as specified above). Fill it in, tick the bank transfer option check box and fax/mail the form to **+30 2610 991945**. Please note that **any transfer or service charges imposed by the bank must be paid by the participant**.

Please clearly indicate on the bank form:

- 1) Your full name (name given for the registration)
- 2) Name of the Workshop: "CIP 2008 Workshop"

For quick and accurate processing of the payment, it is requested that you **fax a copy of your bank transfer receipt to: +30 2610 991945**. Please remember to also bring this copy to the registration desk. After proof of payment has been confirmed by our bank, you will receive a confirmation of receipt of payment from Mrs. Stamatia Gika - MeetingPlanner.gr.

- All payments must be made in Euro.
- Cash payments will be accepted only on-site. Credit card payment will also be available on-site. No other type of payment will be accepted.