

## CONFERENCE FEES AND METHOD OF PAYMENT

(Please read and follow full instructions below)

### CONFERENCE FEES

The fees for registered participants at the conference include coffee breaks, lunch, roof-garden dinner (party), and the “delegates-bag” (including all the usual things, e.g. the ISTP-Volume from Nanjing 2009). There are two categories of fees:

Normal Fees            300 Euro

Reduced Fees            200 Euro (this option should be confined mostly to students without any resources from their university - please contact us!)

The organised half-day excursion (on Wednesday June 29) to the tombs of the Kings of Macedonia in Vergina (close to Thessaloniki) will be announced and organised separately! (the costs for this excursion is not included in the conference fees!) More information you can see at the website:

[http://www.macedonian-heritage.gr/Museums/Archaeological\\_and\\_Byzantine/Arx\\_Bas\\_Tafoi\\_Berginas.html](http://www.macedonian-heritage.gr/Museums/Archaeological_and_Byzantine/Arx_Bas_Tafoi_Berginas.html)

### A) PAYMENT ARRANGEMENTS

Unfortunately no bank gives us the option of using credit cards!

Payment should thus be made by a Bank Transfer or Bank Transfer via e-banking or phone-banking. If you encounter insurmountable hindrances with this please contact us to found a way out!

Fees should be paid to the following bank account:

National Bank of Greece – Εθνική Τράπεζα της Ελλάδος (Ethniki Trapeza tis Ellados)

IBAN: GR3501100870000008760911480

SWIFT CODE (BIC): ETHNGRAA

Account holder's name: Fanourios Dedes

■ Conference participants are encouraged to use e-banking or phone banking options in order to benefit from the comparatively low bank charges.

In order for the organizers to identify payments:

#### 1. in person payments at bank affiliates:

- ✓ Mention to your bank staff that the amount you want to be deposited in the above bank account is 300 Euros (normal fees) or 200 Euros (reduced fees). Any bank charges for transferring this amount should be paid extra.
- ✓ Before proceeding with the bank account's details, emphasize to the bank staff that you wish **your name as a depositor and the reason of payment** [“IST Psychology Conference”] to be mentioned at the transaction's proof documents.
- ✓ Quote the title of the bank: **National Bank of Greece**.
- ✓ Quote the **IBAN** [GR3501100870000008760911480] and **SWIFT CODE**

[ETHNGRAA], and the recipient bank account holder's name which is **Fanourios Dedes**.

2. The equivalent process in **e-banking** or **phone-banking** varies according to own bank procedures.

→ Please make sure that in all cases your name and, if possible, the reason of payment are clearly indicated on the Transfer or e-banking transaction proofs!

## **B) INFORMING THE ORGANIZERS ON THE PAYMENT AND HAVING THE PAYMENT CONFIRMED**

**To inform organizers on the payment and have confirmed that your fees have been paid:**

a) scan any print issued by the bank staff or e-banking electronically issued file that proves your payment and attach it to an e-mail sent to the following address: **registration.istp2011@yahoo.com**. Indicate at the mail's subject the depositor's name followed by "Conference payment proof" and date of payment. If the depositor is a different person from the conference participant(s), please disambiguate this in the e-mail text.

b) the above transfer-proofs can also be sent via FAX to the following numbers:  
+30 – 2310 - 995063 or  
+30 – 2310 - 995083  
(please indicate that the Fax is for A. Marvakis)

c) if you are not in the position of sending attached proofs or fax of payment, send us an e-mail to the following address **registration.istp2011@yahoo.com**, informing us of the payment alone. In this case as well, indicate at the mail's subject the depositor's name followed in this case by "Conference payment" and date of payment. If the depositor is a different person from the conference participant(s), please disambiguate this in the e-mail text.

In both cases, please allow us 5-8 working days **to respond to your email** (this delay is partly due to standard bank transfer procedures).

→ **In both cases, please retain printed or electronic proofs of payment issued by the bank or e-banking system until you receive a confirmation email by organizers.**

**The registration and transfer of the fees has to be completed before May 1<sup>st</sup> 2011 in order your presentation to be included in the final program!**

**For those who have arranged to stay in the University Hostel should add 50 Euros to the transferred sum as pre-deposit for their accommodation! The rest of the sum should be deposited upon arrival!**

**Thank you very much!**