

# Welcome to the registration page for POLAR2018!

Registration fees and deadlines are listed on <a href="https://www.polar2018.org/registration.html">https://www.polar2018.org/registration.html</a> The registration fees include access to the congress centre for the booked time period, twice daily coffee breaks, welcome and poster receptions. It does not cover lunches, the IASC reception or the conference dinner or any other event listed with a separate price on the website linked above. With your hotel booking all public transport in Davos is free of charge.

# **Speaker Registration**

To ensure that a presenting author will be in attendance for each oral conference contribution, presenters of a talk must have their registration completed by 25 May 2018. Presenters who fail to register until this date will no longer be listed on the program and their abstracts will be removed from the conference proceedings. Requests for a talk to be presented as a poster also need to have been made before 25 May 2018, and a presenter for the poster needs to be named. At least one author for each poster must be present at the session in which the poster is displayed.

## **Accompanying persons**

The registration fee for accompanying persons is CHF 150.00. This fee includes the conference dinner and coffee breaks, but it does not give access to sessions and other OSC events, apart from lectures declared to be public. You c

an register an accompanying person while registering yourself or come to the registration desk, if you prefer to leave this open. Please note that you need to register the name of your accompanying person under "Additional Person" right at the beginning of your booking, so that you can book your accompanying person at a later stage in the booking process.

### **Credit Card and 3D-Secure Code**

Please have your credit card (**Visa or MasterCard**) ready for the registration process. To complete the payment, you will need your **3D-Secure Code**, which is provided by your credit card issuer. If you do not yet have this code, please contact the card issuer first.

The registration fee/s and additional events that you book through this system will be charged to your credit card, and will show up as charged by Davos Destinations-Organisation. Accommodation you book through the registration will not be charged to your credit card, but is payable directly at your hotel or other accommodation upon arrival in Davos. The hotel will only get your credit card details in case of no-show or short-term cancellation.

#### Cancellation

Participants may withdraw their registration with a written notice to <a href="mailto:polar@davos.ch">polar@davos.ch</a> sent prior to 30 April 2018. All refunds are subject to a CHF 100.- administration fee. No refunds after 1 May 2018.

#### **Conference Dinner**

The conference dinner will be held on Thursday, June 21 in the congress centre. The event costs 90 CHF and will include a Swiss style three course buffet dinner, table wine, water and coffee.

### **Letter of Invitation**

We are pleased to send an official letter of invitation to participants who need this to obtain travel funds or a visa. Please contact us after having finalized your registration (polar@davos.ch). The letter does not constitute any financial commitment on the part of Polar POLAR2018.