

## CONDITIONS AND CANCELLATION POLICY

### PAYMENT OPTIONS

**Cards.** Master Card, VISA and American Express cards are accepted. You will be automatically redirected to the secure server of our payment service provider 'First Data'. Your registration will be confirmed as soon as 'First Data' will confirm that we received your payment. Usually it takes 48 hours.

**Bank transfer.** If you will choose this option, your registration will be confirmed only after we receive full payment to the following account:

Recipient:

Latvijas Nacionāla bibliotēka (National Library of Latvia)

Registration number of organization: 90000057827

Bank: Valsts kase

Bank code (SWIFT): TREL22

Account number (IBAN): LV60TREL222053008500B

Explanation: DELEGATE'S NAME, INVOICE NUMBER

This could take more than a week. Bank charges are the responsibility of the participant and should be paid according to rules governing international transfers.

### CANCELLATION AND REFUND POLICY

To make any changes or to cancel your registration, please email: [iaml2017@lnb.lv](mailto:iaml2017@lnb.lv)

No refunds of registration fees will be granted for cancellation received after 31 May 2017, except in special circumstances, such as sudden illness, confirmed by an official document.

If your cancellation request is received in writing prior to 31 May 2017, you will obtain a refund of your registration fee after the Conference. A 50 € administration fee will apply to all refunds.

### DEADLINES

Early registration with lower fee: online until 7 May 2017

Invoice payment term by bank transfer: 14 May 2017

Regular registration: online 8 May – 4 June 2017

Invoice payment term by bank transfer: 11 June 2017

### DETAILS

Full fee (IAML members, non-members and students) includes all Conference sessions, Conference folder and printed programme, coffee breaks, opening (18 June 2017) and farewell (22 June 2017) receptions, Wednesday afternoon tours.

Day ticket includes Conference folder and printed programme, participation in the sessions and coffee breaks of the chosen day/s, eventual concerts and visits in the chosen day/s.

Accompanying person's ticket includes all Conference sessions, printed programme, coffee breaks, opening (18 June 2017) and farewell (22 June 2017) receptions, Wednesday afternoon tours.

All travels, lunches and dinners, hotel accommodation and any other not mentioned expenses are not included.

Wednesday afternoon tours. Participation in one of the tours is included in the full Conference participation fee or in the Wednesday's day ticket. For each tour, there is a maximum number of places available. Please indicate your choice:  
<https://iaml2017.lnb.lv/programme/wednesday-afternoon-tours/>