



# Registration to LREC 2018

## General Conditions

### Participant Type

For the Main conference, LREC 2018 considers 3 different types of participants corresponding to 3 sets of Registration fees which vary depending on the registration period:

- ELRA Members
- Standard Participants
- Students

For the Workshops and Tutorials, LREC 2018 considers 2 different types of participants corresponding to 2 sets of Registration fees which vary depending on the registration period:

- ELRA Members & Standard Participants
- Students

### ELRA Members

Participants registering as ELRA Members must check that their institution is currently member of ELRA and that membership fees for 2018 have been paid at the time of registration. If you need any information, please contact [membership@elda.org](mailto:membership@elda.org).

### Student Rate

Proof of your academic standing will be required for registering as a student. During the registration process, students will have to upload a proof of their status signed by the Head of the department or a valid student ID (PDF or gif, jpg, png file).

## Registration Fees

### Main conference

The Conference registration fee for ELRA Members, Students and Standard Participants includes access to all Main conference sessions, coffee-breaks in the morning and in the afternoon, an entry for the Welcome Reception and 1 ticket for the Gala Dinner.



## Workshops and tutorials

The Workshop/Tutorial registration fee for ELRA Members, Students and Standard Participants includes access to the selected Workshop(s) and/or Tutorial(s) sessions, the corresponding coffee-breaks.

## Main conference & Workshops and Tutorials

The Conference and Workshops/Tutorials registration fee for ELRA Members, Students and Standard Participants includes access to all Main conference sessions, to the selected Workshop(s) and/or Tutorial(s) sessions, the corresponding coffee-breaks, 1 entry for the Welcome Reception and 1 ticket for the Gala Dinner. Proceedings will be made available online from the conference web site to allow early browsing or downloading.

## Registration Conditions

For the Main conference, three registration periods are defined with different registration fees:

- Early-bird: Up to February, 15
- Normal: From February, 15 up to April 26
- Late & On-site: From April 26 to May 12.

Registration will be considered as final once the payment of the registration fees has been processed and accepted by our bank.

## Payment

All payments must be made in EURO. Upon receipt of your payment, your registration will be confirmed by email, and a receipt (PDF) will be sent to you.

### 1. Credit Card Payment (preferred)

The payment of registration fees to LREC 2018 (Main conference and/or Workshops and Tutorials) should be made using a credit card (CB, Visa, Mastercard). The Online Registration system guarantees secure credit card transactions.

### 2. Bank Transfer

IBAN: FR76 3000 4002 7400 0109 3744 858

SWIFT-BIC: BNPAFRPPPAE

Bank: BNP Paribas

Account owner: ELDA

All bank charges and foreign exchange commissions are to be paid by the participant.



### 3. Purchase Order

Institutions can issue a purchase order (PO) to ELDA to be invoiced back with the items ordered by one or several participants to the conference. In this case, the purchase order needs to be sent to the Conference Secretariat by fax (+33 1 43 13 33 30) or by email @ [registration@lrec-conf.org](mailto:registration@lrec-conf.org). This procedure is exceptional and is submitted to the pre-approval by the Conference Secretariat.

### Accommodation

A number of rooms at a discounted price have been booked in Miyazaki. The rooms are available on a first come-first served basis. All questions or requests related to the accommodation should be sent directly to the hotels.

Please refer to the Accommodation section of the LREC 2018 web site for more information.

### Letter of Invitation

Participants requiring an official Letter of Invitation from the conference organizers can request one during the Registration. This letter may be required by the Japanese authorities to issue a visa. To receive a Letter of Invitation, participants must first register to the conference and submit payment in full. Please make sure that you hold all the travel documents and passport required by the Japanese authorities to enter the country.

### Cancellation Policy

Cancellation must be notified to [lrec@elda.org](mailto:lrec@elda.org). All refunds will be made after the conference. Refunds will be made to the same bank account or credit card as the original payment. Please refer to the following dates for cancellation:

- Cancellation by March 15: Full refund less bank or credit card expenses and a 75€ processing fee
- Cancellation after March 15: No refund

Cancellation means that the final paper could be withdrawn from LREC 2018 Proceedings if no author has finally registered to the Main Conference.

Please remember that cancelling your registration does not automatically cancel your hotel and travel arrangements. Each participant is responsible for cancelling their own hotel and travel reservations.