



## 5<sup>th</sup> International Anti-Money Laundering and Financial Crime Conference

28-29 November 2017  
Bratislava, Crowne Plaza Hotel

### REGISTRATION FORM

Name:.....

Position:.....

Organisation:.....

Address:.....

Billing  
Address:.....

Organisation VAT  
Number:.....

Telephone:.....

Fax:.....

E-mail: .....

Please register me for the 5th International Anti-Money Laundering and Financial Crime Conference (28-29 November 2017, Bratislava):

- at regular rate: **EUR 500** + 20% VAT
- at BACEE, NBS, SBA, HBA, SLASPO Members and Partners rate: **EUR 400** + 20% VAT

For block registration (3 or more delegates per institutions)

- For **EUR 450** + 20% VAT/person
- BACEE, NBS, SBA, HBA, SLASPO Members and Partners rate: **EUR 350** + 20% VAT/ person

Participation can be cancelled free of charge three months prior to the first day of the event. Cancellation received more than five working days prior to the first day of the event, a full refund minus a 20 % administrative charge will be issued. No refunds can be made after this date.

**Visa needed:** YES..... NO.....

If you need visa for entering Slovakia, please send the copy of your passport via e-mail to IBV NBS, n.o. - [ibv@nbs.sk](mailto:ibv@nbs.sk). Based on it an official Invitation Letter will be issued that you will need to present at the Slovakian Embassy closest to you while applying for visa. Please note that visa application procedure might take long, therefore we kindly suggest you to start this procedure well before the event. If you are facing difficulties, please contact us urgently!

**Please complete and return to: Banking Association for Central and Eastern Europe**  
E-mail: [bacee@bacee.hu](mailto:bacee@bacee.hu) or [events@bacee.hu](mailto:events@bacee.hu) Fax: (36-1) 212 0313

**I accept the proposed prices and the Conference Terms and Conditions.**

.....

.....

**Signature**

**Date**

# CONFERENCE TERMS AND CONDITIONS

Submission of a registration is regarded as a firm booking (subject to availability) and acceptance of these Terms and Conditions.

## 1. Payment of registration fees

- 1.1. Conference registration fee should always be made in Euros.
- 1.2. The preferred means of payment is bank transfer in 14 days after receiving the pro-forma invoice.
- 1.3. The final invoice will be given to the delegates during the conference at the registration desk or sent by email upon request.
- 1.4. The fee of the event includes the possibility to download speakers' presentations (subject to their approval), access to the conference hall & materials, coffee breaks, cocktail and lunch.
- 1.5. Each delegate will be responsible for their own hotel accommodation and travel expenses, however the Organisers will negotiate and offer the best possible hotel rates for its delegates in the hotel in which the event will take place.
- 1.6. Wire transfer

**Inštitút bankového vzdelávania NBS, n.o.**  
**Tomášikova 5238/28A**  
**82101 Bratislava 2, Slovakia**  
**IČO: 421 66 373**  
**DIČ: 2022730369**  
**IČ DPH: SK2022730369**

Please transfer the amount to the following account:

**Národná banka Slovenska,**  
**I.Karvaša 1, Bratislava, Slovenská Republika**  
**SWIFT: NBSB SK BX**  
**IBAN: SK08 0720 0000 0000 0007 4069**  
**Variable symbol: 1201**  
**Reference: Name of the participant**

- 1.7. Value added tax (VAT) is payable by all delegates.
- 1.8. If any deductions or withholdings are required by law to be made from any fees payable to us you shall pay such sum as well, after the deduction or withholding has been made, leave us with the same amount as we would have been entitled to receive in the absence of any such requirement to make a deduction or withholding.

## 2. Cancellation policy

- 2.1. All cancellations must be received by the Organisers in writing.
  - 2.1.1. If the written cancellation is received three months prior to the first day of the event, a full refund will be issued.
  - 2.1.2. If the written cancellation is received more than five working days prior to the first day of the event, a full refund minus a 20 % administrative charge will be issued. No refunds can be made after this date.
- 2.2. Refunds will only be made via the original payment method.
- 2.3. The Organisers reserves the right to cancel any event at any time and at its sole discretion. The delegate would receive a 100 % refund of his/her payment.
- 2.4. The Organisers will not be held responsible for events cancelled for reasons beyond their control such as natural disasters, accidents, sabotage, trade or industrial disputes, outbreak of disease, hostilities and terrorism. Delegates are responsible for checking this information prior to the event.
- 2.5. Non-attendance does not signify cancellation.
- 2.6. **If you have made an accommodation booking, you are responsible for cancelling this separately.** The Organisers do not take responsibility for any financial penalties you may incur.

## 3. Substitution policy

- 3.1. Less than five working days prior to the first day of the conference, no refunds can be made for registration fees; however, your registration fee can be transferred to a substitute delegate without any extra fees. The Organisers would need five days prior to the first day of the event to make arrangements.
- 3.2. The Organisers reserves the right to make changes in the location and confirmed speakers.

#### 4. Data protection

- 4.1. The delegates acknowledge and agree that the information given to the Organisers by the delegates including name, position, organisation, e-mail and phone number will be recorded in the Organisers' databases and will be used for marketing, administration, invoicing and promotional purposes.
- 4.2. The Organisers may also share this information except payment related data (such as participation fee, organisation VAT number, billing address) with its event sponsors and its group companies in order for them to contact the delegates about other products and services which may be of interest to the delegates.
- 4.3. The Organisers may also share this information with providers of services relating to the event (e.g. venues and hotels).
- 4.4. If you do not wish to receive further correspondence from the Organisers which does not relate to the event then please email [bacee@bacee.hu](mailto:bacee@bacee.hu) and [ibv@nbs.sk](mailto:ibv@nbs.sk) and you can withdraw the provided consent.
- 4.5. The Organisers are not responsible for the acts or omissions of any third party to whom it is entitled to pass delegates' information under this section.
- 4.6. Unless the Organisers receive an explicit written request in advance from a delegate confirming that they do not want to share their contact information, a list of all delegates, positions, their affiliation institutions and countries may be included in the delegate packs and on lists of delegates.
- 4.7. In addition, you acknowledge and agree that the Organisers and/or its representatives at the event may take photographs and/or video footage of all or part of it. The Organisers may then include any of these photographs and/or video footage on any of its websites and/or other promotional materials, at its discretion; unless it receives an explicit written request from you confirming that you do not want the Organisers to use any images identifying you.

#### 5. Visa requirements

- 5.1. Prior to qualify for a Letter of Invitation, the delegate must meet two criteria: be a registered participant and the conference registration fee should be paid. Under no circumstances the organizers will issue a Letter of Invitation to any interested party who has not met the two criteria listed above.
- 5.2. If you need visa for entering Slovakia, please send the copy of your passport via e-mail to IBV NBS, n.o. - [ibv@nbs.sk](mailto:ibv@nbs.sk) Based on it an official Invitation Letter will be issued that you will need to present at the Slovakian Embassy closest to you while applying for visa. Please note that visa application procedure might take long, therefore we kindly suggest you to start this procedure well before the event. If you are facing difficulties, please contact us urgently!
- 5.3. Please also note that you should pay for all courier and mailing costs from us to you in relation to your visa application.
- 5.4. Please be informed that you are responsible for all your health costs while you are in Slovakia.
- 5.5. If your visa application is subsequently refused after you have paid the registration fee, it will be fully refunded.

Should you require clarification on any aspect of the Conference or these Terms and Conditions please contact the Organisers using the details below:

#### **INSTITUTE OF BANKING EDUCATION OF THE NATIONAL BANK OF SLOVAKIA, n.o.**

*Mr. Peter Szovics, Director*

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821 01 Bratislava 2, Slovakia  
Telephone: +421257873532  
Fax: +421243639314

E-mail: [peter.szovics@nbs.sk](mailto:peter.szovics@nbs.sk) or [ibv@nbs.sk](mailto:ibv@nbs.sk)

[www.ibv-nbs.sk](http://www.ibv-nbs.sk)

#### **BANKING ASSOCIATION FOR CENTRAL AND EASTERN EUROPE (BACEE)**

*Mr. Istvan Lengyel, Secretary General*

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Feszty Arpad utca/str. 2., H-1013 Budapest, Hungary  
Telephone: +361 356 8581 or +361 212 62 10  
Fax: +361 212 0313

E-mail: [istvan.lengyel@bacee.hu](mailto:istvan.lengyel@bacee.hu) or [bacee@bacee.hu](mailto:bacee@bacee.hu)

[www.bacee.hu](http://www.bacee.hu)