

REGISTRATION PROCEDURE

All participants of the District Conference and Rotary Week in Prague should register in the same way,
and that is: electronically!

There is no other way of registering, and participation without registration is not possible.

You can find the registration form here from December 2018 on:

www.rotaryprague2019.cz

The registration form in English is for those who pay in euro or other currency (excluding CZK).

Participants in the CZ will use the registration form in Czech.

In the header of the registration form, you can find:

„Information on the processing and protection of personal data“;

please read and confirm you have done so please as without this confirmation you cannot continue to registration.

For organisational purposes and for us to be able to evaluate the event,
please also complete: „**year of birth**“ and „**I am**“.

From the programme menu, please register for whichever events you are interested in, whether they are free or not, as we need to know the numbers of participants for each event. Once you have made your choices, the final price payable will be calculated automatically by the registration system

Account number of Rotary distriktu 2240 at ČSOB: 4001175230/7500

IBAN: SK07 7500 0000 0040 0117 5230 (do not include the gaps when you type these numbers!).

Friends in Slovakia pay into this same IBAN number as a SEPA payment.

BIC: CEKOSKBX

Variable number: your registration number (can be found in the Registration Summary)

Description for payee: your first name, surname, and your Rotary Club, if you are a Rotarian

**PAYMENT MUST BE ON THE ROTARY DISTRICT 2240 ACCOUNT BEFORE 18st MAY 2019
IF PAYMENT IS NOT MADE BY THEN, THE REGISTRATION WILL BE DELETED FROM THE DATABASE.**

Once the registration form has been saved, the system will automatically generate **A CONFIRMATION E-MAIL** and send it to you to the email address given on the registration form.

The form will detail the exact **procedure for payment** of registration or in the case of making a bank transfer, the bank account number and variable number info is given.

Here also will be information on how to **book your accommodation** in selected hotels with a CONFERENCE DISCOUNT CODE. The list of hotels, which give the Conference discount, as well as access to their reservation systems can be found on
<https://www.rotaryprague2019.cz/index.php/cs/ubytovani>.

EVEN AFTER THE REGISTRATION FORM HAS BEEN SENT AND SAVED IN OUR SYSTEM, IT IS POSSIBLE TO MAKE CHANGES (different events, different dates, cancellation etc) HOWEVER THIS MAY BE DONE ONLY BY WRITING AN EMAIL WHICH WILL BE DEALT WITH INDIVIDUALLY.

PLEASE SEND YOUR REQUEST TO
registrace@rotaryprague2019.cz