

DSC 2009 Congress

GENERAL INFORMATION

Conference Secretariat

DSC
c/o DIS Congress Service
Herlev Ringvej 2C
DK-2730 Herlev
Denmark
Telephone: +45 4492 4492
Telefax: +45 4492 5050
E-mail: DSC2009@discongress.com

Registration

The following items are included in the participant fee:

Attendance at all sessions, final programme, abstract book, lunches, coffee/tea in breaks during conference days, Welcome reception on 12 July and Conference dinner on 13 July (Please indicate when you register which social events you are interested in).

On-site Registration

Registration **made later than 6 July 2009** will be considered as on-site registration and consequently minor delays at the registration desk, in connection with issuing of documentation and settlement of accounts, must be anticipated.

Final Registration

Participants must register at the Registration Desk upon arrival at the Conference. Please remember to bring your confirmation of participation.

Payment

Payment must be made in Danish Kroner (DKK) to the order of DSC, c/o DIS Congress Service and remitted as follows:

- by **bank transfer** to account No. **4180- 4180 411 348 (DSC)** – **IBAN No. DK093000 4180411348** , bank Swift code: **DABADKKK** in Danske Bank, Frederiksberggade 1, DK-1459 Copenhagen K, Denmark.
- By electronic invoice (only for Danish delegates). På grund af den lange ekspeditionstid for EAN-fakturaer, er denne betalingsmåde ikke mulig senere end 30 dage før konference start.
- by charging your **Credit Card**

IMPORTANT: Please remember to state **DSC** and **participant's name** on all money transfers to the Conference Secretariat.

If you have made a late payment, please bring copy of payment to the congress.

Terms and conditions

Confirmation

If the Congress Secretariat receives the completed registration form before 6 July, 2009, written confirmation of registration will be e-mailed to the Congress participant upon receipt of registration fees..

It is your personal responsibility that all details such as address, booked events, number of tickets, hotel reservation, date of arrival and departure, etc. are in accordance to your wishes. We therefore strongly rec-

ommend that you read and check the letter of confirmation of registration carefully to avoid errors. In the event of any errors in the confirmed, please contact DIS Congress Service in writing immediately.

Cancellation of participation (a written request is mandatory)

Pre-registered participants who are unable to attend the Conference will have their paid fees refunded less a processing fee of DKK 400 provided written notice of non-attendance is received by the Conference Secretariat before 8 June 2009. If cancellation is made after this date no refund of fee can be expected. All refunds will be processed after the Conference.

Accommodation

Reservation

In order to secure an accommodation suiting your needs and wishes, you are encouraged to book as soon as possible. If you require a triple bedroom, please contact DIS Congress Service in writing, stating all names and arrival and departure dates.

Participants who want to book hotel accommodation should indicate the preferred hotel on the hotel reservation form. Reservations will only be guaranteed after the deposit has been received. Please note that reservations are made on a first-come-first-served basis at the time of receipt of deposit payment (per room) by the Conference Secretariat. If the Hotel of your choice is not available at the time of booking, the closest alternative will be allocated.

Hotels available are:

Ibsens Hotel ***Charming three-star hotel, situated in Copenhagen's inner city, in the delightful Nansensgade area, right by the lakes, close to Rosenborg Palace and within walking distance of Tivoli Gardens. The hotel is owned by the Danish Brøchner-Mortensen family. The Metro is just around the corner. As a guest at Ibsens Hotel you enjoy the privilege of direct access to two of our three associated restaurants and immediate access to our peaceful courtyard with the petanque alley. Guests are offered **free high-speed Internet** all over the hotel.



Cab Inn Scandinavia***Cab Inn Scandinavia is located centrally in Copenhagen at Frederiksberg near the Lakes and Forum; just ten minutes walk from the Central Station, Tivoli Gardens and the pedestrian street, Strøget. The hotel has 201 rooms. 25 rooms are especially designed for wheelchair users. All rooms have private bath, toilet, television and telephone, as well as electric kettle with free tea and coffee. Free wireless Internet (hot-spot) in the lobby area, and free guest computer. Hotel parking (fee DKK 60.00 per day).



Deposit, cancellation and changes

Reservations of hotel rooms must be backed up by a deposit payment.

The deposit serves as a guarantee to the hotel for the first night and will be deducted from the participants' hotel bill upon check-out.

In case of cancellation or changes before 3 June 2009 the deposit will be refunded - less a hotel-processing fee of DKK 400. After 3 June 2009 no refund of hotel deposit will be made unless DIS Congress Service is able to allocate the room to another guest. Please note that all hotels are legally authorised to charge the entire stay as booked by the customer also in case of no-show. All changes **must be made to DIS Congress Service in writing and not to the hotel**. Please note that possible refund will be returned after the conference.

Useful information

Letter of Invitation

The congress organisation will be pleased to send a formal letter of invitation to delegates requesting an invitation letter for visa purposes. It is understood that such an invitation is intended to help potential delegates to raise funds or to obtain a visa. This does not imply a commitment from the congress to provide any financial support. The letters will be sent by regular air mail. In case an express delivery is needed, the delegate shall order a courier at his/ her own expense.

Visa

The entry formalities for the Kingdom of Denmark vary according to the country of origin. Congress delegates are asked to address enquiries about entry and vaccination requirements to the travel agent or to the local Royal Danish Embassy / Consulate / Representation in the home country. Further information can be obtained on www.um.dk/en

Liability and Insurance

Neither the Organisers (DSC) nor the Conference Secretariat will assume any responsibility whatsoever for damage or injury to persons or property during the Conference.

Participants are recommended to arrange for their personal travel and health insurance.

Banks

Normal banking hours are from 10:00 to 16:00 hrs. Monday to Friday. On Thursday banking hours are extended to 18:00 hrs. Extended banking facilities are available at Copenhagen Central Railway Station 7 days/week between 07:00 and 21:00 hrs. There are ATMs usually located in connection with a bank branch, which accept a variety of international credit cards. The cards accepted are indicated on the dispenser.

Shops

The shops are open from 09:30/10:00 to 18:00/19:00 hrs. Monday through Thursday and 09:30/10:00 to 20:00 on Friday and 09:00 to 17:00 on Saturday/Sunday.

Tips

Tips are always included in the prices given in taxis and restaurants.

Electricity

Electricity is supplied at 230 volts A/C, 50 Hz cycle.

Emergency Services

Police - Ambulance - Fire Brigade

* Dial 112

Changes

The Organisers reserve the right to adjust or change the programme as necessary.

For further information about Copenhagen, please visit www.aok.dk or www.woco.dk