

## Registration and Hotel Accommodation

Please visit [www.ipa-online.org](http://www.ipa-online.org) to register for the Congress and to book accommodation, social events and tours. Confirmation will be sent upon receipt of payment.

### Registration

In order to receive confirmation of registration by e-mail, please make sure to indicate the e-mail address on the online registration form.

Confirmation will be sent upon receipt of payment. For payment details, please see page 10. Registration for events, which are

included in the registration fee, must also be marked on the form upon registration, in order to obtain a ticket. Please note that registration for the various tours and events will be confirmed upon payment on a "first come, first served" basis, and numbers may be restricted.

### Delegate registration includes

- > Scientific sessions
- > Exhibition
- > Congress materials
- > Final Programme
- > Abstract supplement to *International Psychogeriatrics*
- > Coffee breaks
- > Welcome Reception
- > Reception at the City Hall

To take advantage of IPA special rates for members, join IPA at [www.ipa-online.org](http://www.ipa-online.org). To preview the membership fees see inside front cover.

Registration fees are charged in Swedish Kronor according to the table below. The approximate cost in USD is shown as per exchange rate for January 2005. For up-to-date exchange rate, please visit: [www.oanda.com](http://www.oanda.com)

Registration fees (excl. 25% VAT)	Before 5 July 2005	After 5 July 2005
IPA members physician	SEK 4000 (USD 576)	SEK 4500 (USD 648)
IPA members non-physician	SEK 3200 (USD 460)	SEK 3700 (USD 533)
IPA non-members physician	SEK 5000 (USD 721)	SEK 5500 (USD 793)
IPA non-members non-physician	SEK 4200 (USD 605)	SEK 4700 (USD 677)
Students / Retirees * /	SEK 2500 (USD 360)	SEK 2500 (USD 360)
Delegates from C and D countries **		
One-day Registrations	SEK 1500 (USD 216)	SEK 1500 (USD 216)

Registration fees (incl. 25% VAT) ***	Before 5 July 2005	After 5 July 2005
IPA members physician	SEK 5000 (USD 721)	SEK 5625 (USD 811)
IPA members non-physician	SEK 4000 (USD 576)	SEK 4500 (USD 648)
IPA non-members physician	SEK 6250 (USD 901)	SEK 6875 (USD 991)
IPA non-members non-physician	SEK 5250 (USD 756)	SEK 5875 (USD 846)
Students / Retirees *	SEK 3125 (USD 450)	SEK 3125 (USD 450)
Delegates from C and D countries **		
One-day Registrations	SEK 1875 (USD 270)	SEK 1875 (USD 270)
Guest Registrations	SEK 1000 (USD 144)	SEK 1000 (USD 144)

\* Please send proof of status in form of a letter by fax to Congrex: +46 8 661 91 25. Student should fax a letter from the school registrar.

\*\* List of C and D countries as per the World Bank List of Economies (July 2004) is available on website: [www.ipa-online.org](http://www.ipa-online.org)

### VAT (Value Added Tax)

\*\*\* Swedish tax legislation requires participants to pay their registration fee either including or excluding Swedish VAT. Therefore, please identify your category below and choose the appropriate alternative on the registration form.

#### Excluding VAT

- > All registration fees paid from countries outside the European Union.
- > Registration fees paid by companies and other taxable entities within the European Union. Please note that according to Swedish law, your company VAT No. must be stated on the online registration form. Please note that Sweden is not a member of the European Monetary Union.

#### Including VAT

- > Registration fees paid by non-taxable entities (institutions/organisations etc) and private persons within the European Union.
- > All registration fees paid by participants or companies within Sweden.
- > All registration fees for accompanying persons.

**Guest registration includes**

- > Exhibition
- > Coffee breaks
- > Welcome Reception
- > Reception at the City Hall
- > City Tour and Old Town Walkabout

Access to the scientific programme and Congress materials are not included.

All changes, including cancellation, must be submitted in writing to Congrex. After 5 August 2005, no registration refund will be granted for cancellations. Substitutes are charged at SEK 200 administration fee.

Daily registrations are designed so that local professionals may attend for one day and are limited to one daily registration per person. Professionals wishing to attend more than one day must register for the full meeting.

Group registrations will be offered to groups of 20 persons or more. Before the start of the Congress, appointments for pre-pick up of the Congress material can be made for pre-registered groups. Please contact Congrex Sweden AB for further information, email: [ipa2005.registration@congrex.se](mailto:ipa2005.registration@congrex.se)

**Accommodation**

A number of hotel rooms in different price categories have been booked in Stockholm at favoured rates for the Congress. Hotel reservations can be made online when registering for the Congress. The hotels are all situated in the city centre of Stockholm (see

map on the inside back cover) and the *City Conference Centre* is accessible by walking or with public transportation.

All hotel rooms in all categories have a private bathroom with shower or tub, telephone, television, pay-TV and breakfast facilities with breakfast buffet included.

Hotel accommodation will be reserved and confirmed *only* when Congrex has received your hotel deposit, as indicated below. The deposit will be deducted from the hotel bill when checking out of the hotel. For payment details, see page 10.

Congrex reserves the right to book another comparable hotel if the desired accommodation should be fully booked.

To ensure that the hotel reservation will be made as required, please pay the appropriate deposit upon your reservation, as soon as possible but no later than 5 July 2005. After this date accommodation and rates will be confirmed according to availability.

The hotel reserves the right to charge you for all nights reserved and guaranteed on the online registration form, should you check out before confirmed departure date or in case of no-show.

All reservations are handled by Congrex. Changes of your hotel reservation as well as cancellation must be made in writing to Congrex. Please do not contact the hotel directly.

5 star	5 star superior hotels with minimum one restaurant, a bar, room service and some of them have health club and pool
4 star	4 star hotels with a restaurant in the hotel, a bar and limited room service
3 star	3 hotels with a bar, some of them also have a restaurant

The rates below are per room, per night, including full breakfast buffet, tax (12%), and service.

	Single room/night	Double room/night	Deposit/room*
<b>5 star hotels</b>			
Sheraton Stockholm Hotel & Towers	SEK 2250–2450	SEK 2450–2650	SEK 5300
First Hotel Reisen	SEK 2019–2169	SEK 2269–2419	SEK 4900
Hilton Stockholm Slussen	SEK 2200	SEK 2400	SEK 4800
<b>4 star hotels</b>			
Nordic Light	SEK 2090	SEK 2390	SEK 4800
Nordic Sea	SEK 1990	SEK 2290	SEK 4600
Radisson SAS Royal Viking	SEK 1995	SEK 2195	SEK 4400
Scandic Hotel Continental	SEK 2095	SEK 2395	SEK 4800
Scandic Hotel Sergel Plaza	SEK 1859	SEK 2168	SEK 4400
First Hotel Amaranten	SEK 1799–1979	SEK 2049–2229	SEK 4100
Rica Hotel Stockholm	SEK 1535–1695	SEK 1760	SEK 3550
Wallin Hotel	SEK 1430	SEK 1740	SEK 3500
<b>3 star hotels</b>			
Rica Hotel Kungsgatan	SEK 1485–1695	SEK 1710	SEK 3450
Hotel Tegnérlund	SEK 1160–1380	SEK 1480	SEK 3000

\* Please note that this is only a deposit. If the actual cost is less than the requested deposit, we will only charge the actual cost.

## Payment, Cancellation and Refund

### Payment

Please indicate *your name and the payment reference number* 508 on all money transfers. Please note that payments will only be accepted in Swedish Kronor (SEK).

The Congress secretariat will not be responsible for identifying funds transferred directly into the account when the name of the participant or payment references number is not mentioned, nor will the Congress Organiser accept charges of bank fees associated with the transfer.

In order to obtain the special registration fees, proof of status in form of a letter must be fax to Congrex: +46 8 661 91 25. Students should fax a letter from the school registrar.

Payment should be made in advance by one of the following methods:

- > American Express, Visa or Eurocard/Mastercard may be used for all charges. Please indicate card number and expiry date on the online registration form.
- > Banker's draft, which should be sent together with the registration form by ordinary mail. The Banker's draft should be purchased at your bank and made out in SEK to Congrex Sweden AB, Attn: IPA2005. Please cross the draft. We are not able to accept personal cheques, company cheques or Euro cheques. Please send the banker's draft to: Congrex Sweden AB, Attn: IPA2005, P.O. Box 5619, SE-114 86 Stockholm, Sweden.
- > Transfer to SEB (Skandinaviska Enskilda Banken), SE-106 40 Stockholm, Sweden, BIC/SWIFT-code: ESSESESS, Account no. 5267-10 216 90, IBAN no. SE87 5000 0000 0526 7102 1690, in SEK to Congrex Sweden AB, Attn: IPA2005.
- > Scandinavian residents may pay by bank or postal giro transfer. Bank giro 224-7021, or postal giro 9052-2.

As from *3 weeks before* the Congress we only accept credit card as payment.

Registrations, hotel reservations, tours and events will be confirmed when Congrex has received payment. Admission to the Congress is granted only if Congrex has received the registration fee. Delegates, who have made late payments, should bring a proof of payment to the Congress. Failure to produce this on request gives Congrex the right to charge the amount to your credit card.

### Cancellation of Registration

Notification of cancellation must be made in writing and sent to Congrex Sweden. Cancellation of registration will be accepted until **12 August 2005**, up to which date the total amount will be refunded less SEK 500 for administrative expenses. For cancellations made after 12 August 2005 we regret that no refunds can be made.

### Name Change

Should you be prevented from attending the Congress, you may be substituted by a colleague. An administration fee of SEK 200 will be charged for a name change.

### Cancellation of Individual Hotel Reservation

Notification of cancellation must be made in writing and sent to Congrex Sweden. Cancellation of any hotel reservation will be accepted until **15 July 2005** up to which date the hotel deposit will be refunded less an administration fee of SEK 250. We regret that the hotel deposit cannot be refunded after 15 July 2005.

### Cancellation of Social Events and Tours

Notification of cancellation must be made in writing and sent to Congrex Sweden. Cancellation of social events will be accepted until **12 August 2005**, up to which date the total amount will be refunded. For cancellations received after 12 August 2005 and up to two days before the start of the Congress 50% of the expenses will be refunded.