

# Registration Information

Registration Fees	Members Early Bird	Members	Non-Mbrs Early Bird	Non-Members	On Site Registration
Registration and payment deadline:	31.07.2021	07.09.2021	31.07.2021	07.09.2021	-
Conference (including lunch, refreshments and aperitif)	CHF 100.-	CHF 130.-	CHF 150.-	CHF 180.-	CHF 20.- surcharge
New Teacher (if you have completed the CELTA after January 1, 2021 or are currently enrolled in a Swiss Teacher Training college)	CHF 50.-				

<b>Member rates</b>	<p>The following attendees are entitled to the <b>ETAS member rate</b>:</p> <ul style="list-style-type: none"> <li>- Individual Members of ETAS</li> <li>- Two, five or ten teachers per School Membership of ETAS, depending on your membership category (additional teachers pay the Non-member rate)</li> <li>- Two teachers per Associate Membership of ETAS (additional teachers pay the Non-member rate)</li> </ul>
<b>Join ETAS and register at the ETAS member rate</b>	<p>To qualify for member registration fee join ETAS online (<a href="http://www.e-tas.ch/sign-up">www.e-tas.ch/sign-up</a>) and then register for the conference as a member <a href="http://www.e-tas.ch/events/professional-development-days/2021-etas-professional-development-day-bern">www.e-tas.ch/events/professional-development-days/2021-etas-professional-development-day-bern</a></p> <p>Membership and registration are complete once forms and payment (online or via bank transfer) have been received.</p>
<b>How to register</b>	<ol style="list-style-type: none"> <li>1. Register online <a href="http://www.e-tas.ch/events/professional-development-days/2021-etas-professional-development-day-bern">www.e-tas.ch/events/professional-development-days/2021-etas-professional-development-day-bern</a></li> <li>2. Pay your registration fee online with credit card, or by bank transfer (see details below).</li> </ol>
<b>Payment details</b> (if NOT Paying online with credit card)	<p><b>ETAS postal account details:</b>            Beneficiary: English Teachers Association Switzerland, CH-6210 Sursee            Account number: 80-43533-3 <b>IBAN: CH10 0900 0000 8004 3533 3</b>            BIC/SWIFT: P O F I C H B E Clearing number: 09000            Bank: Swiss Post, PostFinance, Engehaldenstrasse 37, CH-3030 Bern, Switzerland            Mention: "PD Day 2021" plus name(s) of attendee(s)  <i>Please note that in an effort to reduce administrative costs, ETAS will not issue invoices or confirmations of registration or payment unless requested.</i>  <i>If you have any doubt about your registration, please contact ETAS Administration.</i></p>
<b>Deadlines</b>	<p><b>Early Bird</b> registration and payment deadline: <b>31<sup>st</sup> July 2021</b>  <b>Final</b> registration and payment deadline: <b>07<sup>th</sup> September 2021</b>            If you miss the registration deadline, you can still register <u>on the day</u> (see <b>On-site registrations</b> below).</p>
<b>On-site registrations</b>	<p><b>On-site registration will be open on Saturday morning from 08.30.</b>            All on-site registrations are subject to a surcharge of CHF 20.-. Lunch is subject to availability.</p>
<b>Cancel-lations</b>	<p>If you have registered and are prevented from attending, please send a cancellation to ETAS Administration: <a href="mailto:office@e-tas.ch">office@e-tas.ch</a>.            Cancellations received before 07<sup>th</sup> Sept. 2021 will incur a 50% cancellation charge.            Cancellations after this date will not be refunded unless a medical certificate can be provided (50% refund). <b>No-shows will be charged.</b></p>
<b>Choosing your workshops</b>	<p>Workshops are on a first-come, first-served basis. No reservation is necessary. However, it is useful for us to have some information about participant numbers for room allocation. You are invited to state which workshops you are interested in attending; this choice is not binding. Numbers are limited for some workshops. You are encouraged to go early to secure a spot.</p>

<b>Book Exhibitors</b>	If you have already registered with the Book Exhibition Registration Form, then you do not need to fill in another registration form. If in doubt, contact ETAS Administration at <a href="mailto:office@e-tas.ch">office@e-tas.ch</a> .
<b>Speakers</b>	If you have a sponsor who has already registered you, then you do not need to fill in another registration form. Otherwise, please complete the online registration form and tick the box 'I am a speaker/workshop presenter'.
<b>Meals</b>	Choose between the two meals shown on the registration form.

**We look forward to seeing you in Gümligen!**

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