**Request for invoice – CEA 2019**

**Conference on Educational Assessment 11-13 April 2019 Szeged, Hungary**

Please, fill in this form. Your invoice will be sent to you *via email* within a few days. The invoice will include all the necessary information for making the payment (account, identifier, etc.)

Remember the deadlines:

* sending completed request by **18 February 2019** to Ms Judit Kléner klener@edpsy.u-szeged.hu
* payment of conference fee by **29 March 2019**

First, select the fee category for you by ticking the appropriate box in the table.

|  |  |  |
| --- | --- | --- |
| **Participant** | **Conference fee**  | **The conference fee includes** |
| Active undergraduate or graduate student (Bachelor, Master or Doctoral level) if participating as presenter, author or discussant | ☐ 80 €(VAT included) | (1) on-site participation, (2) the book of abstracts (online version), (3) lunch, coffee and refreshments between the sessions and (4) a reception on 12 April, 2019. |
| Presenter, author or discussant, if not a student | ☐ 100 € (VAT included) |
| Participant who is not a presenter, not an author, and not a discussant | ☐ 12 €(VAT included) | on-site participation only(no catering,no attendance at the reception) |

Next, give information about yourself as a participant necessary **for the invoice** here:

Participant:

Last name/Family name: ……………………………………………………………

First (and middle) name(s)/ Given name(s):…………………………………………

Your mailing address: ……………………………………………………………….

Affiliation: …………………………………………………………………………..

Finally, fill in this last part *if the conference fee is paid by someone other than you (e.g. your employer).* Please enter *exact and official* information regarding the details of the person or organisation responsible for paying the invoice.

Account holder, if other than participant

Name:…………………………………………………………………………….…

Address: ……………………………………………………………………………

Mailing address, if different: ……………………………………………………….

Thank you.