|  |  |  |
| --- | --- | --- |
| Opis: Nowy obraz (1) | **Language Skills: Working with Text and around Text**Lublin, Poland, 22nd – 24th September 2014 | C:\Users\ewa\Desktop\logo_kul.jpg |

**Registration form**

(separate forms required from co-speakers)

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Name(s):** |  |
| **Title** (underline)**:** |  **Ms Mr Dr Prof.** |
| **Affiliation** (please provide the name of the institution in English): |  |
| **E-mail address:** |  |

**INVOICE DETAILS**

|  |  |  |
| --- | --- | --- |
| **I need an invoice.** \* | Yes | No |

If you need an invoice, please provide details in the table below.

|  |  |
| --- | --- |
| **Name and surname:** |  |
| **Name of the institution:** |  |
| **Address of the institution:** |  |
| **Zip code:** |  |
| **Country:** |  |
| **Tax identification number of the institution:** |  |

**CONFERENCE PARTICIPATION**

|  |  |  |
| --- | --- | --- |
| **I wish to submit a proposal.**\* | Yes | No |

If you wish to submit a proposal, provide details below.

|  |  |  |
| --- | --- | --- |
| **I wish to present a**\* | paper | poster |

|  |
| --- |
| **For my presentation I will need the following equipment** \* |
| * laptop
 |
| * multimedia projector
 |
| * loudspeakers
 |
| * CD player
 |
| * Other [specify]:

  |

**MEALS**

|  |  |  |
| --- | --- | --- |
| **I wish to participate in meals.**\* | Yes | No |
| **I require vegetarian meals.** \* | Yes | No |
| **I wish to attend the conference dinner** (Monday, September 22nd)\* | Yes | No |

Please list any special dietary needs below:

|  |
| --- |
|  |

**COMMENTS**

If there is anything else you wish to inform the organisers about, please specify below:

|  |
| --- |
|  |

**Three steps to registration:**

**STEP 1:**

Save your completed registration form under the following name:

**regform\_yoursurname\_yourname**, e.g. *regform\_smith\_john*

**STEP 2:**

Send your registration form to [**contact@skillsconference.umcs.lublin.pl**](http://hektor.umcs.lublin.pl/local_software/mail/src/compose.php?send_to=contact%40skillsconference.umcs.lublin.pl)no later than **25th May 2014** (if you are submitting a proposal) or **15th June 2014** (if you are not submitting a proposal).

**STEP 3:**

Pay your registration fee by **30th June** 2014.