

MATCH-UP 2019 (contact frontiers.marketdesign@gmail.com if you have any questions)

Please read carefully the below procedure before registering for MATCH-UP 2019 and booking meals and accommodation.

The procedure has 2 Steps

1. Registration and payment of the conference registration fee of 50.- CHF (only by credit card: MasterCard, Visa, American Express, Diners)
2. Meals and accommodation booking and payment (only by credit card: MasterCard, Visa, Diners)

Please note that for organizational reasons it is very important that this procedure is followed in the correct order. Thank you for your understanding!

1. Registration and payment of the registration fee

This step is performed through an online platform managed by the Congressi Stefano Franscini / ETH Zurich. ***ETH Zurich collects the registration fees as collection agent for the host (the University of Lausanne) and does not provide its own services.***

Fill out and submit the registration form. You do not need to submit an abstract when registering (we handle paper submissions via easychair). **Please continue to read these instructions before proceeding to the registration link on page 3.**

After submitting the form, you are directed to a secure credit card payment page, where you can pay the registration fee (**50.- CHF**). Type the appropriate amount and the credit card data to make your payment. The registration fee includes only the attendance to the conference and conference material (program, abstract booklet, etc.) and does not include meals and accommodation costs.

The registration and registration fee payment must be done one right after the other (in one go). Once you have successfully paid the registration fee with credit card, you will receive two e-mails **at the address you indicated in the registration form:**

1. A first e-mail generated by the Credit Card Service Provider Saferpay, confirming payment.
2. A second e-Mail generated by the CSF Online Platform containing a unique CONFERENCE CODE, necessary to access the Monte Verità Booking Platform for the booking of accommodation and meals and the Hotel Monte Verità (Step 2).

Payment of the registration fee implies knowledge and acceptance of our **Terms and Conditions MATCH-UP 2019** (see below on page 4).

Deadline for the registration and conference fee payment: April 26th, 2019.

MATCH-UP 2019 (contact frontiers.marketdesign@gmail.com if you have any questions)

2. Meals and accommodation booking

Once you paid the registration, please go to the **Monte Verità Booking Platform** (link on page 3). Type the CONFERENCE CODE you have received in your registration confirmation e-mail to access the accommodation and meals booking page.

Meals

The full board package covers from dinner on Sunday, May 26th, to dinner on Wednesday, May 29th, including the on-site conference dinner on Wednesday evening. An excursion to the Castles of Bellinzona is planned for Tuesday afternoon but it has to be separately booked and paid for (55.- CHF if at least 30 people book this excursion); please check the excursion button if you want to attend it. The cost of the full board package including the excursion is 351.- CHF (without the excursion the full board package costs 296.- CHF).

Breakfast at Monte Verità is included only for participants lodged at Monte Verità (included with the room price).

Even if you are lodged outside Monte Verità, we strongly recommend that you book the full board package so that you can interact with the other participants during lunch and dinner (note that there are no alternative meal options and that the full board package has to be booked in advance).

Please note that for the meals booking we apply the same deadline as for the registration, i.e., April 26th, 2019.

Booking and payment of the meals package implies knowledge and acceptance of Monte Verità's **Terms and Conditions** (see **Terms and Conditions MATCH-UP 2019** on page 4).

Hotel Monte Verità booking

You can either book your room at the Monte Verità hotel (the conference venue) or in a different hotel in Ascona.

Monte Verità (conference venue)

On the **Monte Verità Booking Platform** (link on page 3) you can check availability and prices and, if you find a room that fits your wishes and budget, you can go ahead and book it.

Only via the online platform can you access cheaper rates for the rooms at Monte Verità, valid only for our conference participants and during the conference (May 26th to May 29th).

Booking at Monte Verità via any external platform will not give you access to the cheaper conference rate.

MATCH-UP 2019 (contact frontiers.marketdesign@gmail.com if you have any questions)

Please note:

- The number of single rooms at the conference site hotel is limited, therefore if you require a single room, we recommend that you book one well in advance. **Rooms will be available on a first come first serve basis.**
- **Some rooms have a shared bathroom. Please read the room descriptions carefully.**
- For technical reasons the rooms via the **Monte Verità Booking Platform** can be booked only for the time of the conference (May 26th - 29th). If you need pre- or post-conference extra nights, you must [contact the hotel](#) directly. Please be aware that rates for extra pre- or post-conference nights will vary from those quoted for the conference days (they are not subsidized).

Booking and payment of a room at Monte Verità implies knowledge and acceptance of **Monte Verità's Terms and Conditions** (see **Terms and Conditions MATCH-UP 2019** on page 4).

If you cannot reserve a room at the conference venue (Hotel and Conference Centre Monte Verità) or should you prefer to arrange your accommodation outside Monte Verità, you will still have to book and pay for meals on the **Monte Verità Booking Platform** (link on page 3) and insert the code you received at the time of registration.

Other hotels in Ascona

You can refer to your favorite online booking portals for hotel and/or rooms/apartments to search what suits your wishes and budget. Check carefully the hotel location and distance from Monte Verità (type "Fondazione Monte Verità Ascona" in google maps) and be advised that Monte Verità is located on a hill about 100 meters above Ascona. From the town centre (post office), it's about a 20-minute walk uphill to reach the conference venue. There is limited public transport between Ascona and Monte Verità, with a schedule that is not convenient with the starting of the conference in the morning.

Some hotels in Ascona that have been used for Monte Verità conferences in the past are:

[Hotel Luna](#)

[Hotel La Perla](#)

[Hotel Ascona](#)

Please note that we have not made any pre-booking or agreement with the above hotels. These are just suggestions and we do not assure availability or any special rates.

For cancellation conditions, refer to your booking system or directly to the hotel of choice.

You can start the procedure with the [registration form](#).
(click on the "Register" next to "other participant")

Then, you can continue to the [Monte Verità Booking Platform](#) to book the full board package and accommodation at Monte Verità.

Terms & Conditions MATCH-UP 2019

The non-refundable registration fee of 50.- CHF includes only the participation at the conference and **does not** include board and lodging costs, which must be booked via separate steps (see above).

ETH Zurich collects the registration fees as collection agent for the host (the University of Lausanne) and does not provide its own services.

The cancellation policy for booked meals and bedrooms is dictated by the payment conditions of Hotel and Conference Centre Monte Verità. In case of cancellation the fees will be as follows:

- 14 - 7 days prior to arrival date = 50 % of the total amount due
- 6 days - 24 hours prior to arrival date = 75 % of the total amount due
- ./ 24 hours – no show = 100 % of the total amount due
- Early departure = 100 % of the total amount due

Please note that these are conditions of the Fondazione Monte Verità, our conference venue, and the conference's organizing committee is not responsible for any communication or discussion regarding the above conditions.

The conference organizers cannot accept any liability for personal injuries sustained, or for loss or damage to property belonging to conference participants (or their accompanying persons), either during, or as a result of, the conference. Registration fees do not include insurance.

By registering and paying your fees, you accept all of the above terms and conditions.