ISOTT 2022

Congressi Stefano Franscini, Monte Verità, Ascona – 18-23 September, 2022

Registration and board and lodging booking procedures

Please read carefully the below procedure before registering. If you have questions before proceeding with your registration and board and lodging bookings, contact **Paolo Demaria**.

The procedure has 2 steps

1. Registration and payment of the conference registration fee
2. Online booking of the room with full board at Monte Verità or the meals package only (for participants with accommodation outside Monte Verità).

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 on by the Congressi Stefano Franscini / ETH Zurich.

The link to the form is at the end of this document. Please continue to read these instructions before proceeding to the registration form.

On the landing page, click on the "Next" button on the top right corner. Fill out the form and click again on "Next".

After submitting the form, you are directed to a secure credit card payment page, where you can pay the registration fee in one of the below amounts:

- 450.- Swiss Francs: Full fee for non ISOTT members
- 400.- Swiss Francs: Full fee for ISOTT members
- 250.- Swiss Francs: Student fee (PhD and MSc students)

Type the appropriate amount and the credit card data to make your payment. **The registration fee includes only the attendance to the conference and does not include any board and lodging costs.**

Once you have successfully paid the registration fee with credit card, you will receive a confirmation email containing the link to the Monte Verità's booking platform and a code that you must type in to access the rooms and meals package for our conference (Step 2).
We strongly recommend credit card payment for the registration fees (in order to immediately obtain the code to access the next steps), but if this is absolutely not possible for you, please contact **Paolo Demaria** to arrange for a bank transfer. In that case the code will be sent after receiving the payment. Please be advised that exceptions to credit card payments can be made **only for the registration fee**. You will still need a credit card payment for meals and hotel booking (next step).
Payment of the registration fee implies knowledge and acceptance of our **Terms and Conditions** (see below on page 4).

Deadline for the registration and conference fees payment: 2 September, 2022.

2. Board and lodging booking

Once you paid the registration, please go to the booking page on Monte Verità's website (you will receive the link at the email indicated in the registration form, after paying for the registration fee).
Type the code you have received in your payment confirmation email to access the platform and proceed with the booking by following the on-screen instructions. The meals package booking will come first and it will be followed by the bedroom booking. The platform will show the rooms availability for your selected dates. Please note that there are different room types with different rates (cheaper single rooms have a shared bathroom). Read the room description before confirming your booking.

The meals package includes lunches and dinners from Sunday evening's welcome reception to Thursday's conference dinner. Tuesday's excursion and dinner in a local restaurant are included as well. Wednesday's dinner is not included and not organized.

The room rates we have for the conference are available only for rooms booked via this procedure, only for conference participants and only for the days of the conference. Booking at Monte Verità via any external platform will not give you access to the cheaper rate.

Please note:

- Rooms will be available on a first come first serve basis
- The rooms via this platform can be booked only for the time of the conference (maximum of 5 nights, earliest possible arrival on Sunday 18 September, and latest possible departure Friday, 23 September). 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

- **If you wish to book a shared double room with a colleague, you can indicate the roommate name, but only half room will be charged upon booking. Your colleague will need to complete his/her own booking independently.**
- It is possible to book a shared double room **with an accompanying person** (not active participant). In the early phase of the booking there is an option for accompanying person. If selected, the booking will continue by taking into account one accompanying person. **Accompanying persons do not get the reduced room rates**

If there are no more rooms at Monte Verità and you will book your accommodation elsewhere, we strongly recommend that you book your meals from the Monte Verità package, so that you can interact with the other participants during lunch and dinner. Moreover there are not alternative lunch/dinner options that can be reached from the venue within short walking distance.

The Monte Verità booking platform will close on 2 September, 2022.

Booking and payment of the board and lodging at Monte Verità implies knowledge and acceptance of Monte Verità's **Terms and Conditions** (available in the booking platform).

Other hotels in Ascona

If there are no more rooms at Monte Verità or you prefer to stay off-site, you can refer to your favourite online booking portals for hotel and/or rooms/apartments to search what suits your wishes and budget. Apartments with rooms to share can be a good option if you travel with other colleagues. 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 vertical meters above Ascona. From the town centre, 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 in external structures, refer to your booking system or directly to the hotel of choice.

[You can start the procedure with the registration form.](#)

Registration fees and Terms & Conditions

Registration fees

- 450.- Swiss Francs: Full fee for non ISOTT members
- 400.- Swiss Francs: Full fee for ISOTT members
- 250.- Swiss Francs: Student fee (PhD and MSc students)

The registration fee includes only the participation at the conference and **does not** include board and lodging costs, which must be booked via a separate step (see above)

Cancellation policy (applies to the registration fee only)

Cancellation must be communicated by email to **Paolo Demaria**. The date of the email counts as cancellation date. Refund of the registration fee is possible as follows:

- Cancellation until 29. August: Full refund of the registration fee
- Cancellation from 30. August till 4. September: 50% refund of the registration fee
- Cancellation from 5. till 11. September: 25% refund of the registration fee
- Cancellation from 12. September or no-show without cancellation notice: no refund

This applies only to the registration fee. For any board and lodging cancellation, please refer to the conditions applied by Monte Verità or by the hotel where you have booked your room.

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.