

## **Participants from EU-countries:**

1. To simplify the registration procedure we have decided to collect the participation fees in before the start of the conference and therefore we ask you to transfer the required fee until **APRIL 7<sup>th</sup> 2008** to the following account:

Bank details of AEGEE-Ljubljana

Bank name: Nova ljubljanska banka d.d.

Bank address: Tavčarjeva 7, 1000 Ljubljana

Account holder: Društvo evropsko usmerjenih študentov AEGEE-Ljubljana

Account number: 02031-0054010283

IBAN: SI56 020310054010283

SWIFT: LJBA SI2X

**When transferring the required fee please write your reference number (look up your personal reference number by following this link: [www.agoraljubljana.org](http://www.agoraljubljana.org) Your reference number is stated next to your name in the Participants list.)**

**The transferred fee will serve as your confirmation** you will attend the Spring Agora Ljubljana 2008 and vice versa – If we do not receive the fee until April 7<sup>th</sup> 2008 midnight we will have to assume you are cancelling your participation and someone else will be invited to take up your place.

**NOTE: There will be no refunds.**

2. Please send us your arrival and departure plans until April 7<sup>th</sup> 2008. We need your scanned tickets, email confirmations etc. to validate your arrival time and date. If you decide to come to Ljubljana few days earlier please inform us about that too.

3. Make sure that you check the **validity of your documents** (ID card or Passport). Even though Slovenia is EU country and has joined Schengen area you might need them anyway, so please check if they are still valid and will be valid during the event. Also make sure your **health insurance** also covers any medical assistance you might need during your stay in Slovenia and if not, make sure you have proper insurance prior to arriving in Slovenia. Aegee-Ljubljana will not be liable for any costs arising from possible medical assistance you might need during your stay in Slovenia.

## **Participants from non-EU-countries:**

1. Due to higher charges for transnational financial transactions you will not be asked to transfer your fees before the event. To confirm your participation at the Spring Agora Ljubljana 2008 you are required to send us until **APRIL 7<sup>th</sup> 2008** a confirmation of your travel plans. By confirmation we mean scanned tickets, email confirmations etc.

2. **If you are a visa candidate** you will receive certified Letter of Guarantee from AEGEE-Ljubljana within the next 10 day to the address you provided as your home address. Along with this document you will be required to present the following documents at the Slovene Embassy or Consulate:

- valid Passport (your Passport also needs to be valid at least 3 months after your visa expires),
- 1 colour photo standard size,
- completed and signed visa application form (you can download it here: [http://www.mzz.gov.si/en/visa\\_information/application\\_form/](http://www.mzz.gov.si/en/visa_information/application_form/) ),
- policy of your travel health insurance (taken out for the insurance amount of at least 30.000 EUR),
- if you are still a student you will be asked to present a certified proof of your student status.

Make sure you locate and contact the nearest Slovene Embassy or Consulate as soon as you get this notification and if necessary get a date for your visa application procedure. Please bear in mind that Slovenia is in the middle of the EU presidency which means that the Slovene Embassies and Consulates are busier than usual and to make sure you will get your visa in time you have to contact them right away.