BioVisionAlexandria (BVA) 2020 Conference
Registration Guidelines

9–11 April 2020
Bibliotheca Alexandrina
Alexandria, Egypt

www.bibalex.org/BVA2020
How can I register?

1. Fill out the online Application Form
2. Pay the Registration Fees
3. Send us your proof of Payment
4. Receive Confirmation
   A confirmation Email from the Conference Organizers
How much will I pay?

The fees are determined according to **payment date** and under which **category** you registered.

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<thead>
<tr>
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<tbody>
<tr>
<td>Egyptian Participants</td>
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<tr>
<td>Students and fresh graduates (2015–2019)</td>
<td>EGP 200</td>
<td>EGP 250</td>
<td>EGP 310</td>
</tr>
<tr>
<td>Academics</td>
<td>EGP 450</td>
<td>EGP 560</td>
<td>EGP 700</td>
</tr>
<tr>
<td>Others</td>
<td>EGP 680</td>
<td>EGP 850</td>
<td>EGP 1,060</td>
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<tr>
<td>Non-Egyptian Participants</td>
<td></td>
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<tr>
<td>Students</td>
<td>USD 90</td>
<td>USD 112</td>
<td>USD 140</td>
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<tr>
<td>Academics</td>
<td>USD 445</td>
<td>USD 556</td>
<td>USD 695</td>
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<tr>
<td>Others</td>
<td>USD 500</td>
<td>USD 625</td>
<td>USD 780</td>
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- Registration fees are determined by **date of payment**, **NOT** the date of filling out and submitting the Registration Form.
- All registrations will close on 29 February 2020 or **upon reaching the maximum capacity for registered participants**.
How do I know which category I fall into?

1. **Students**
   - Undergraduate students
   - Recently graduated (2015–2019)
   - Master’s or PhD degree students

2. **Academics**
   - Teaching Staff or Researchers

3. **Others**
   - Administrative staff at governmental or non-governmental institutions, private sector employees, etc.
How will I pay the registration fees?

You have Three Options

**E-Payment**
via E-Payment system on BVA2020 website

**Buy Tickets**
BVA2020 Tickets from Bibliotheca Alexandrina.
This method is available **only** for individuals.
A hard copy of your payment statement **must** be provided to the BA Tickets Office.

**Wire Transfer**
Your registration fees from your **personal bank** account to the Bibliotheca Alexandrina bank account.
This method is available for both **individuals** and **groups**.
Use the banking information included in the autoreply E-mail.
What is meant by “Proof of Payment”?

It is the document that proves that you have paid the Conference Registration Fees.

It varies according to the method of payment:

- **Cash**: It is a scanned copy of your BVA2020 Conference ticket.

- **Wire Transfer**: It is the bank receipt.

- **E-Payment**: It is the transaction confirmation E-mail you shall receive upon making the E-Payment.
Log in to your BVA 2020 Registration Form and Upload your Proof of Payment (bank receipt/tickets)

How I can send you the Proof of Payment?

2. Or Send scanned copy of your proof

Note: You may send your Proof of Payment to
Yousra.Sobeih@bibalex.org, and
Maggie.Mohammed@bibalex.org
BioVisionAlexandria@bibalex.org

In case of

Cash

E-payment

Forward the E-mail of payment confirmation you will receive upon making the E-Payment to:
Yousra.Sobeih@bibalex.org
Maggie.Mohammed@bibalex.org
BioVisionAlexandria@bibalex.org
Q: I filled in and submitted the Registration Form, I received an autoreply E-mail with my password and Conference ID. Does this mean that my registration is complete?

A: No, you still have to pay the Registration Fees and upload your proof of payment to website or send it to the Organizing Committee as mentioned earlier.

Q: How will I know that my registration is confirmed and my registration fees have been received?

A: When you receive a confirmation E-mail from one of the Conference Organizers that your registration is complete.
Q: Are there any special offers or discounts?

A: Yes, you get a discount if you registered as a group. The discount varies according to the group number. Groups start with Five persons.

Q: How can I become a member in a group?

A: You can form a group of your friends /acquaintances /colleagues /relatives who might be interested in attending the Conference, or you can join an existing formed group at your institution /college /faculty /university /school. Groups start with Five persons.
Q: What is meant by group registration?

A: It means that a group of five or more people paid their registration fees collectively so they can receive discount on registration fees.

Note: Group registration fees are paid through e-payment ONLY

Q: Are there any special offers for group registrations?

A: Yes, we offer discounts and special offers for groups starting with five people.

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<tr>
<th>Number of group members</th>
<th>Offer (Till the registration closure)</th>
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<td>5-9</td>
<td>25%</td>
</tr>
<tr>
<td>10-above</td>
<td>50%</td>
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What is the procedure for making a group registration?

1. Each of the group members shall fill out the Online Registration Form, individually.

2. In the group registration section; the group’s contact person adds the group members by their national ID، and the overall payment after discount will be conducted online and payed by the contact person. You can pay either through e-payment or wire transfer. Please use the payment instructions included in the autoreply you shall receive upon submitting your Group Registration Form.

3. Once we receive the group online payment, Confirmation E-mails will be sent to each member of the group shortly.
Important Notes

1. Group payments are done using the E-Payment or Wire Transfer.

2. After payment, please send the organizers team your group list of names, registration numbers, Conference ID, and national IDs numbers.

3. **Deadline** for receiving group payments is in the same month of payment; upon paying the registration fees.

Note: *All registrations will close on 29 February 2020 or upon reaching the maximum capacity for registered participants.*
Q: I am a member in a group, should I fill out an online Registration Form?

A: Yes, you must fill out a Registration Form so you can obtain your own Conference ID number, and for the Organizing Committee to be able to receive your information.

Q: I am a member in a group, how will I know that my Registration has been confirmed?

A: You will receive a confirmation E-mail from one of the Conference Organizers confirming that your registration is complete.
Q: I am an non-Egyptian student studying in Egypt, will I have to pay according to non-Egyptian participant rates?

A: If you study and live in Egypt and hold a student ID card stating that you are affiliated to an Egyptian university, then you shall pay according to the Egyptian participant rates.
Who can I contact if I have any inquiry?

CSSP Office
Ms. Yousra Sobeih
E-mail: yousra.sobeih@bibalex.org
Phone: +(203) 4839999; Ext.: 2223
Fax: +(203) 4820469
Or
Ms. Maggie.mohammed
E-mail: maggie.mohammed@bibalex.org
Phone: +(203) 4839999; Ext.: 2379
Fax: +(203) 4820469
BioVisionAlexandria@bibalex.org

BVA2020 Website
www.bibalex.org/BVA2020

Facebook
https://www.facebook.com/biovisionalexandria

Twitter
https://twitter.com/BioVisionAlex