



## AMSE 2011 Conference Ljubljana, Slovenia, June 16th – June 18th, 2011

### AMSE 2011 Conference Registration Form

Please complete and return the registration form by e-mail or by fax to:  
**Organising Committee AMSE 2011**, Faculty of Medicine, University of Ljubljana, Vrazov trg 2, SI-1000 Ljubljana, Slovenia, Fax: + 386 1 543 7822, e-mail [amse2011@mf.uni-lj.si](mailto:amse2011@mf.uni-lj.si)  
**Registration will be confirmed only when the Organising Committee receives a completed and signed First page of the Registration Form and registration payment details by fax +386 1 543 7822 or email [amse2011@mf.uni-lj.si](mailto:amse2011@mf.uni-lj.si)!**

Please complete all details										
FAMILY NAME		FIRST NAME		TITLE						
INSTITUTION										
DEPARTMENT										
ADDRESS										
POSTAL CODE		CITY		COUNTRY						
PHONE				FAX						
E-MAIL										
POSTER SUBMISSION	I intend to submit a poster presentation (please tick)						Yes		No	
ACCOMPANYING PERSON										
FAMILY NAME		FIRST NAME		TITLE						
Please select your Participation at the Conference and Workshops										
	<b>AMSE 2011 conference</b> (Ljubljana, 16 <sup>th</sup> -18 <sup>th</sup> June, 2011)	<b>Medical School Management workshop</b> (Ljubljana, 19 <sup>th</sup> June, 2011)	<b>Quality &amp; Economics of Peer Teaching and OSCE workshop</b> (Maribor, 20 <sup>th</sup> June, 2011)							
Please tick (one or more)										
<p><b>Please note. The Medical School Management workshop and the Quality &amp; Economics of Peer Teaching and OSCE workshop are events with separate programme committees, and the AMSE conference organizers are glad to be able to offer logistic support for both events.</b></p>										
Please select your Participation at Social events										
	<b>Conference reception</b> (16 <sup>th</sup> June 2011, evening)	<b>Guided city tour</b> (17 <sup>th</sup> June, 2011, evening)	<b>Conference dinner</b> (18 <sup>th</sup> June, 2011, evening)							
Please tick (one or more)										

Place & Date \_\_\_\_\_ Signature \_\_\_\_\_

#### Important Deadlines for Registration and Payment details for AMSE 2011 Conference, Medical School Management and Quality & Economics of Peer Teaching and OSCE workshops

- Early registration is available till 15<sup>th</sup> May 2011 (payment by Bank Transfer).
- Late registration from 16<sup>th</sup> May to 15<sup>th</sup> June 2011 (payment by Bank Transfer).
- On-site registration, 16<sup>th</sup> – 18<sup>th</sup> June, 2011 (payment possible only with cash). **Registration for the Quality & Economics of Peer Teaching and OSCE workshop on 20<sup>th</sup> June in Maribor is at the AMSE 2011 conference registration desk between 16<sup>th</sup> and 18<sup>th</sup> June.**
- Poster and abstract submission deadline for AMSE 2011 conference is 15<sup>th</sup> May, 2011 by e-mail [amse2011@mf.uni-lj.si](mailto:amse2011@mf.uni-lj.si).
- **Registration will be confirmed only when the Organising Committee receives your completed and signed registration form and payment details by fax +386 1 543 7822 or by email [amse2011@mf.uni-lj.si](mailto:amse2011@mf.uni-lj.si).**

Registration Fees			
	AMSE 2011 conference only (June 16th to June 18th)	AMSE 2011 conference + Medical School Management workshop	Medical School Management workshop only (AMSE/ESMU) (June 19th)
Early Registration (till 15 <sup>th</sup> May, 2011)	280 €	330 €	75 €
Late Registration (16 <sup>th</sup> May - 15 <sup>th</sup> June, 2011)	330 €	380 €	100 €
On-site Registration (16 <sup>th</sup> - 18 <sup>th</sup> June, 2011)	350 €	400 €	110 €
Student fixed fee	100 €		
Accompanying Person fixed fee	100 €		

- Early and late registration fees are paid by Bank Transfer only. On-site registration payment is possible only with cash.
- Tickets for the AMSE 2011 Conference dinner only are available at registration desk for an additional cost of 50 € (cash only) for non-registered accompanying persons and students.
- Registration fee for the AMSE/ESMU workshop only, also includes a coffee break and lunch.
- Registration fee for the **Quality & Economics of Peer Teaching and OSCE** workshop at the Faculty of Medicine, University of Maribor is 50 € (cash only payment) and will be collected at the AMSE2011 conference registration desk between 16<sup>th</sup> and 18<sup>th</sup> June.

#### AMSE 2011 Registration (AMSE 2011 only or combined AMSE 2011+AMSE/ESMU) includes

	Attendance at scientific events in Ljubljana (incl. coffee breaks and lunches)	AMSE 2011 Conference Reception (June 16th, evening)	AMSE 2011 Conference Dinner (June 18th, evening)	Guided City Tour (17 <sup>th</sup> June, 2011, evening)
Early/Late/On-site Registration	YES	YES	YES	YES
Student	YES	YES	NO	YES
Accompanying Person	NO	YES	YES	YES

#### Payment Details

Please send the registration fee to the following account

**ADDRESS OF BANK ACCOUNT HOLDER:** UNIVERZA V LJUBLJANI, MEDICINSKA FAKULTETA, VRAZOV TRG 2, SI-1000 LJUBLJANA, VAT number SI44752385

**Account No.** 56011006030708380

**IBAN:** SI56011006030708380

**Swift Code:** BSLJSI2X

**Bank:** BANKA SLOVENIJE

On the remittance document please write your first and last name and **"AMSE 2011"**.

Please send a copy of the bank transfer statement, together with the signed registration form by email to [amse2011@mf.uni-lj.si](mailto:amse2011@mf.uni-lj.si) or by fax to **+386 1 543 7822**.

#### Instructions for Abstract / Poster Preparation and Submission

1. **Abstract and poster submissions are in electronic form; accepted abstracts and posters will be published in electronic form only.**
2. Accepted posters will be presented in electronic form on the AMSE2011 website and at the Conference on a film screen.
3. A poster has to be prepared in PowerPoint format (.ppt) or as a PDF file with page format, 1(one) slide, adjusted to "Landscape Format", poster dimensions have to be set to 25 cm width x 19 cm height.
4. An abstract can be in the form of a poster or as a one A4 page, font 12, length 30 lines (including any pictures, tables or references) with margins of at least 25 mm in a PDF file.
5. Please submit the poster and abstract to AMSE 2011 by email [amse2011@mf.uni-lj.si](mailto:amse2011@mf.uni-lj.si) no later than **15<sup>th</sup> May 2011**.
6. **Please note. Posters and abstracts will be processed only after payment of registration fee.**