



Asszisztencia Szervező Kft.
Asszisztencia Congress Bureau Ltd.

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Customer Information

Dear Participant,

Please read carefully the information and the content below!

The order

Asszisztencia Szervező Kft. (Asszisztencia Congress Bureau Ltd.) organizes scientific congresses, conferences and other events. Related to these events Asszisztencia offers different services to individual participants for a fee. Each event has a special website that is always accessible from the home page of the company (www.asszisztencia.hu). Details of the offered services and terms and conditions are listed on the website of the corresponding meeting, like:

- detailed description of the services and the corresponding registration and other fees payable (registration fees, hotel deposits, hotel costs, optional tour fees, social events, pre- and post-congress tours, books and others)
- information about the payable taxes and fees
- methods of payment, terms and conditions of participation and cancellation
- all other important information regarding the meeting

From the services offered you are able to select which is the one that corresponds to your participant status and your needs. Please be informed also about the terms and conditions of cancellation. Please also note that by sending your application for the conference (online registration) you accept the terms and conditions of participation and cancellation.

Acceptance of the offer, payment

If you would like to take part in the conference or meeting you should register via the online registration pages. After filling in your personal details, you are able to select your requested services. Before payment the system will show you the summary of your charges (name and amount of the fees of your selected orders). If you choose bank card as a method of payment (except in case of AMEX cards) we redirect you to the payment surface of K&H Bank virtual credit card payment system, where the payment is directly processed. After finishing the process on the Bank website you will be redirected to the online registration site of the event. After you accepted the terms and conditions stated there you should finish and send the online registration to us by clicking on OK/SUBMIT button. You can not pay online with AMEX card. In case of AMEX card you can pay by a traditional mail order payment: please download and fill-in the credit card authorization form and fax it back to our office or send scanned version in email.

Privacy

During the registration process, we ask only the most necessary information for the database handling of the participants. We do not provide these data to a third person, unless they are essential and needed by the scientific organising committee. We proceed and handle your data in accordance actual legal regulation of data protection.



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Questions and observations about registration and payment

With additional questions, observations about registration, payment, please contact our office using the following contact options: Tel.: +36 (1) 350-1854, E-mail: info@asszisztencia.hu.

Payment by credit card

The secure online payment possibility is provided by K&H Bank. The card processing system uses SSL protocol. The site of K&H Bank works according to the rules and safety standards of the international card companies. **Please note that Asszisztencia Kft. does not have access to your card number, expiry date, or any other data related to your account in any form.** For more information please visit the English website of K&H Bank Hungary Corp.

In case of credit card payment (except in case of using AMEX cards) the online registration system redirects you to the payment surface of K&H Bank, where the payment is directly carried out, because the payment surface is not on the registration sites of Asszisztencia Kft.

Please, prepare your card for the payment by bank card! You need the following data:

1. **Card number:** The card number is embossed or printed on the front with 13 to 19 digits.
2. **Expiry date:** The card is embossed or printed on the front with mm/yy format number.
3. **Validation code (CVC2/CVV2):** The last three digits of sequence in the signature panel, on the back of the card: CVV2 or CVC2. If your card does not have this code, please, leave this field blank, you can find it on the payment surface.

Following card types are accepted for online payment

Visa (embossed) MasterCard (embossed) MasterCard Electronic (non-embossed) Electron (non-embossed)	In this case, the card-issuing bank determines the online using of the bank card. If your Electron card-issuing bank permits online using of credit card, you can pay with your card in our system. For accurate information, please contact your card-issuing bank.
Maestro (non-embossed)	The cards issued by K&H Bank are certainly acceptable. On the K&H Bank's online payment-surface, every Maestro card is acceptable issued by any bank. To be accepted, your card-issuing bank should support the Maestro card transactions for e-commerce usability. Please, contact your bank.
JCB V-Pay	K&H Bank's online payment-surface accepts JCB and V-Pay cards for payment.

Card processor partner:

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