

How to organize a workshop at the Hotel Bad Moos

If you want to organize a workshop at the Sexten Center for Astrophysics, send following information to the Director of the Center, prof. Mardirossian (mardirossian@oats.inaf.it):

- The workshop title;** (also only a provisional one)
- An abstract of treated subjects;** (also only a provisional one)
- Names of the workshop leaders and of possible guests;**
- Period of time in which the workshop will take place;**
- Possible number of participants.**

These information will be evaluated by the Advisory Committee of the Center.

In 2017 - 2018 the complete administration fee is € 250,00 (including taxes) for each participant, with a minimum number of participant of about 20 - 25 and a maximum of 45 – 50, including the workshop leaders. If the number of participants is less than the recommended minimum, the rate has to be arranged with the Director, as there are fixed management fees to be covered.

The Sexten Center for Astrophysics, will promote the workshop through a dedicated area on the Center's website, where all information will be given, moreover following services are included:

- Multilingual conference secretariat;
- Assistance to all participants during the complete duration of the workshop;
- Materials (bag, notepad, badge, pens, touristic leaflets of the area);
- A conference room, which can accommodate up to 45 - 50 participants: from Monday to Friday from 8.00 a.m. to 7.00 p.m.;
- A conference room decked out with wi-fi, audio-visual devices and PA-system;
- For the whole duration of the workshop, an open space room with wi-fi access is available for participants from 8.00 a.m. to 11.00 p.m.;
- On request a meeting room for 15 – 20 participants is available;
- Free wi-fi access for all participant in the Hotel Bad Moos area, also for participants not accommodated in this structure;
- Poster sessions are possible;
- Coffee breaks: one is organized in the afternoon and one in the morning only on request, from Monday to Friday;
- On request, welcome drink on Sunday afternoon prior to the conference;
- On request, night-time hikes by torchlight in the Val Fiscalina (only during the winter).

Extra treats outside the registration fee:

- On request, a shuttle service (bus or taxi) to/from Venice airport, Venice Mestre railway station or other airports is available for workshop-leaders or single attendees;
- Shuttle bus in Sesto, to/from Hotel Bad Moos – other hotels;
- Possibility to organize excursions to the mountains;
- Possibility to organize lunches in under-agreement restaurants in Sesto or Moso;
- Possibility to organize dinners in under-agreement restaurants in Sesto or Moso;
- A baby-sitting service is available for attendees' children.

Registration rate may be paid:

- With bank transfer on following account: <http://www.sextencfa.eu/en/news/registration>
- With credit cards or ATM only on site;
- Cash at arrival.

All attendees will receive an invoice and an attendance certificate.

For every 20 participants, one registration is for free.

NB: The registration rate may be paid by each participant (with the payment methods mentioned above) or the complete amount by the organizers, who will receive a regular invoice.

Invoices may be issued prior to the workshop or afterward.

If you need a written estimate of costs, you are kindly asked to inform us on the presumed number of attendees and the exact institution/person name to be used for the invoice header.

How to organize a workshop at Haus Sexten

If you want to organize a workshop at the Sexten Center for Astrophysics, send following information to the Director of the Center, prof. Mardirossian (mardirossian@oats.inaf.it):

The workshop title; (also only a provisional one)

An abstract of treated subjects; (also only a provisional one)

Names of the workshop leaders and of possible guests;

Period of time in which the workshop will take place;

Possible number of participants.

These information will be evaluated by the Advisory Committee of the Center.

In 2017 - 2018 the complete administration fee is € 250,00 (including taxes) for each participant (with a minimum number of participant of about 35 - 40 and a maximum of 250), including the workshop leaders.

If the number of participants is less than the recommended minimum, the rate has to be arranged with the Director, as there are fixed management fees to be covered.

Have a look at the conference rooms of Haus Sexten here: <http://www.haus-sekten.com/>

The registration fee includes:

- Multilingual conference secretariat;
- Assistance to all participants during the complete duration of the workshop;
- Materials (bag, notepad, badge, pens, touristic leaflets of the area);
- Conference rooms opening hours: from Monday to Friday from 8.00 a.m. to 7.00 p.m. ;
- In the Haus Sexten you may hire the main conference room or, on request, two smaller rooms;
- The Haus Sexten is decked out with wi-fi, audio-visual devices and PA-system;
- Wi-fi access for free;
- Poster sessions are possible;
- Coffee breaks: one in the morning and one in the afternoon, from Monday to Friday
- Discounts available in all under-agreements hotels <http://www.sekten-cfa.eu/en/logistics/logandaccomodation>

Extra treats outside the registration fee:

- On request, a shuttle service (bus or taxi) to/from Venice airport, Venice Mestre railway station or other airports is available for workshop-leaders or single attendees;
- Shuttle bus in Sesto, to/from Haus Sexten – hotels;
- Possibility to organize excursions to the mountains;
- Possibility to organize lunches in under-agreement restaurants in Sesto or Moso;
- Possibility to organize dinners in under-agreement restaurants in Sesto or Moso;
- A baby-sitting service is available for attendees' children.

Registration rate may be paid:

- With bank transfer on following account: <http://www.sekten-cfa.eu/en/news/registration>
- With credit cards or ATM only on site;
- Cash at arrival.

All attendees will receive an invoice and an attendance certificate.

For every 20 participants, one registration is for free.

NB: The registration rate may be paid by each participant (with the payment methods mentioned above) or the complete amount by the organizers, who will receive a regular invoice.

Invoices may be issued prior to the workshop or afterward.

If you need a written estimate of costs, you are kindly asked to inform us on the presumed number of attendees and the exact institution/person name to be used for the invoice header.

How to organize a workshop at the Primary School in Sesto

If you want to organize a workshop at the Sexten Center for Astrophysics, send following information to the Director of the Center, prof. Mardirossian (mardirossian@oats.inaf.it):

- The workshop title;** (also only a provisional one)
- An abstract of treated subjects;** (also only a provisional one)
- Names of the workshop leaders and of possible guests;**
- Period of time in which the workshop will take place;**
- Possible number of participants.**

These information will be evaluated by the Advisory Committee of the Center.

In 2017 - 2018 the complete administration fee is € 185,00 (including taxes) for senior participant and € 120,00 (including taxes) for students (with a minimum number of participant of about 20 - 25 and a maximum of 60), including the workshop leaders.

If the number of participants is less than the recommended minimum, the rate has to be arranged with the Director, as there are fixed management fees to be covered.

The Sexten Center for Astrophysics, will promote the workshop through a dedicated area on the Center's website, where all information will be given, moreover following services are included:

- Multilingual conference secretariat;
- Assistance to all participants during the complete duration of the workshop;
- Materials (bag, notepad, badge, pens, touristic leaflets of the area);
- School opening hours: from Monday to Friday from 8.00 a.m. to 7.00 p.m. after dinner only if agreed upon with the organizers;
- 8 big classrooms and one conference room are available;
- A conference room decked out with wi-fi, audio-visual devices and PA-system;
- Wi-fi access is available all over the school;
- Free wi-fi access;
- Poster sessions are possible;
- Coffee breaks: one in the morning and one in the afternoon, from Monday to Friday
- Discounts available in all under agreement hotels <http://www.sextencfa.eu/en/logistics/logandaccomodation>

Extra treats outside the registration fee:

- On request, a shuttle service (bus or taxi) to/from Venice airport, Venice Mestre railway station or other airports is available for workshop-leaders or single attendees;
 - Shuttle bus in Sesto, to/from School Sexten – hotels;
 - Possibility to organize excursions to the mountains;
 - Possibility to organize lunches in under-agreement restaurants in Sesto or Moso;
 - Possibility to organize dinners in under-agreement restaurants in Sesto or Moso;
- A baby-sitting service is available for attendees' children.

Registration rate may be paid:

- With bank transfer on following account: <http://www.sextencfa.eu/en/news/registration>
- With credit cards or ATM only on site;
- Cash at arrival.

All attendees will receive an invoice and an attendance certificate.

For every 20 participants, one registration is for free.

NB: The registration rate may be paid by each participant (with the payment methods mentioned above) or the complete amount by the organizers, who will receive a regular invoice.

Invoices may be issued prior to the workshop or afterward.

If you need a written estimate of costs, you are kindly asked to inform us on the presumed number of attendees and the exact institution/person name to be used for the invoice header.