



Dear colleagues,

the registration for the 16th European Carabidologists Meeting, which will take place in Prague, Czech Republic, in **September 22-27, 2013**, has now been open. Since now the pre-registration is no longer an option.

In this circular we provide information about the registration process, accommodation and post-meeting tour, and we give instructions to authors.

See you all in Prague in September,

Pavel Saska

Head of the Organization Committee



The “Pokličky”, one of the sites we will visit during the post-meeting tour.



Registration

Please visit the *Registration* site where you find the registration forms. Fill in all information requested in order to complete the registration process successfully. In the first step, please provide your contact details, details about your accompanying persons, select the time of arrival and departure, preference for accommodation, and choose the type of registration fee most appropriate to you. In case you would like to join us for the post-meeting tour, indicate this in your registration as well. More information about the post-meeting tour can be found in this circular or on the conference web, section *Related activities*.

After you submit your registration form, you will get an automated message with payment details, including your personal unique registration code. This code will be used to track your payment.

Payment details:

Komerční banka, Dejvická 5, Praha 6, 160 59
 account #: 25635061/0100
 IBAN: CZ58010000000000025635061
 SWIFT (BIC): KOMBCZPPXXX

Please state **16ECM-Yourfamilyname-Registration code**. The registration code will be uniquely created during registration.

Once we identify your payment, you will be forwarded to the abstract submission page.

Registration Fee

	Early Bird (before April 30, 2013) EUR / CZK	Standard (after April 30, 2013 and before June 30, 2013) EUR / CZK
Regular	260 / 6500	285 / 7125
Student	150 / 3750	180 / 4500
One-day fee *	75 / 1875	75 / 1875
Accompanying person	150 / 3750	200 / 5000

The regular and student registration fee and that for accompanying persons will have to be paid before June 30, 2013 via bank transfer. The bank charges must be at the expense of the sender. Payment on site will not be accepted.

* This option will be available also after the regular registration will be closed.



XVIth European Carabidologists Meeting

The fee includes:

Regular and Student: accession to sessions, coffee breaks, conference bag, book of abstracts, conference proceedings, field excursion with dinner, welcome drink, conference dinner.

One-day: accession to sessions, coffee breaks, conference bag, book of abstracts, conference proceedings.

Accompanying: field excursion with dinner, welcome drink, conference dinner.

Cancellation. If you find it necessary to cancel the registration completely, please notify the organizers immediately. Provided written notice is received by July 1, 2013, a full refund will be given less a 21% VAT. Provided written notice is received by August 15, 2013, a 50% refund will be given. It is regretted for registrations cancelled after August 15, 2013, or for no-shows at the conference, the full fee (100% cancellation charges) will be payable. Please note that abstracts will not be published in case of cancellations.

Conference venue and accommodation

The meeting will be held in the Krystal hotel and conference centre (www.cdms-krystal.cz, José Martího 2/407, Praha 6). The hotel is located in the north-west area of the city of Prague which is typical with residential quarters and a lot of public green. Hotel Krystal is fairly close to the Vaclav Havel Prague airport. It can be reached from the airport by public transport (bus 119 to Divoká Šárka stop, change to bus 108 to Nad Džbánem stop; ca. 20 minutes altogether) or by taxi (currently ca. 250 CZK; 10 minutes). The nearest metro station Dejvická (green line A) can be reached by 10 minutes ride by tram (currently lines 5, 20, 26, 51; 24 hours a day). If travelling by train or bus to Prague, just reach this metro station from your place of arrival and use any of these tramlines to get to the hotel. Accessing the hotel by car is easy as it is located next to the Evropská ave, one of the major roads in this area. Detailed information on how to get there will be published before the meeting.

The participants will be accommodated in the Krystal hotel. It offers two kinds of rooms: Komfort (renovated) and Standard (before renovation). The conference participants will benefit from special discount room rate for the time of the conference. The discounted rates (including breakfast and VAT) are:

Prices per room and night in CZK

	Standard	Komfort
Double room (single occupancy)	650	750
Double room	1000	1100
Triple room	1400	1400

The rooms will be distributed on the first-come-first-served basis. Standard double rooms can be chosen with one large bed or twin. Apartments (2 p) and (3 p) and family rooms are available on request but not guaranteed. The prices include breakfast and VAT 21%.



The hotel restaurant offers buffet-type lunches which can be arranged at your request (à 160 CZK incl. soup, main dish, salad and dessert, plus one beverage). Please indicate in the registration form if you are interested to have lunch. The price of lunch is not included in the room rate. At the time of registration, please indicate whether you would like to stay in this hotel, the dates of your arrival and departure, the type of the room and occupancy. In case of double occupancy please indicate the intended person to share the room with. We will make the reservation for you. The room rate will be paid on site at the time of arrival.

Low budget option is the campsite Džbán located ca. 500 m from the conference venue. This camp offers 4 persons bungalows, or you can place your camper or caravan there. More info can be found at: <http://www.campdzban.eu/en/>.

If you wish to stay closer to the city centre, feel free to arrange the accommodation yourself. Prague offers a wide range of lodging from student hostels or bed-and-breakfast to 5* hotels.

Guidelines for abstracts

Contributors are encouraged to submit abstracts for oral and poster presentations. Abstracts for both types of contributions shall have the same formatting. Abstracts must be in good English - contributions with insufficient level of English may be rejected. The book of abstracts will be provided to all regular and student participants on site.

When writing up your abstracts please follow the format below and be sure that the main text will not exceed 250 words. Save your abstracts as **.doc** and submit via the abstract submission form, which will become available for you after your registration fee will be paid and tracked. Please submit your abstracts before June 30, 2013.

Abstract format:

- Title of your contribution should be informative and should not be longer than 20 words (Times New Roman 14 bold)
- Names of all authors with their affiliations. The name of the presenting author should be underlined. (Times New Roman 12)
- The main body of the abstracts shall not be longer than 250 words, and should not be divided in paragraphs. (Times New Roman 12)
- Acknowledgements for funding (optional, Times New Roman 10).



Example abstract:

16th European Carabidology Meeting

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We would like to cordially invite you to participate in the XVIth European Carabidologists meeting. The decision was made during the XVth European Carabidologists Meeting in Daugavpils, Latvia, August 2011 that in two years the organization will move to the Czech Republic for the first time. We are pleased to announce that the XVIth European Carabidologists Meeting will take place in September 22-27, 2013 in Crop Research Institute, Prague, Czech Republic.

Supported by the project # 123456.

Related activities

Please visit this section on the web to learn some tips on how to spend more time in Prague and in the Czech Republic, e.g. join the **post-meeting tour**, attend the **Immature beetles meeting**, study the **collection** of the Entomology department of the National Museum, or visit the International Prague **Insect Fair**.

Conference Website

All important information about the meeting, including the first circular, can be found on the conference website <http://europeanacarabidology.eu>, which is being regularly updated with new information.



Contacts on the Organization Committee:

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Mtns., Michalská 260/14, Litoměřice, 412 01