



# CSF CONFERENCES/WORKSHOPS 2018

Instructions for self-paying participants:  
Registration / Meals / Bedroom at Hotel Monte Verità

## Kindly follow these 3 STEPS

1. Registration and payment of the conference registration fee
2. Meals booking and payment (only by credit card)
3. Hotel booking and payment (only by credit card)

Please note:

*for organizational reasons, it is necessary to first book the meals and then proceed with the booking of the bedroom at Hotel Monte Verità.*

*Thank you for your understanding 😊*

## STEP 1

**Registration and payment of the registration fee** (via CSF Online Platform)

Fill out and submit the registration form.

Once you have successfully paid the registration fee with credit card, you will receive two E-mails:

1. The first E-Mail will be sent by the *Saferpay* Platform and will confirm that payment of the registration fee via credit card has been successful.
2. The second E-Mail will be sent by the CSF database and will contain the **CONFERENCE CODE**, necessary to access the **Monte Verità Meals Booking Platform** for the booking of meals and the **Hotel Monte Verità website** for booking of the bedroom with reduced rooms rates.

Use this code for step 2.



## STEP 2

### Meals booking (via Monte Verità Meals Booking Platform)

Once you paid the registration, book and pay for your meals on the **Monte Verità Meals Booking Platform**.

Input the code you have received in the 2nd confirmation E-mail (step 1) to access the Meals Booking Platform.

Once the meals booking and payment is completed successfully, you will be directed to Monte Verità's hotel booking page for step 3.

Please note:

- It is expected to take the meals package at Restaurant Monte Verità, even if you are staying at an external hotel.
- Meals must be booked and paid latest 15 days prior to arrival. After that date the Meals Booking Platform will be closed and we will not be able to accept any more bookings.

## STEP 3

### Hotel booking Hotel Monte Verità (via Monte Verità Hotel Booking Platform)

Following the directions after booking and paying for your meals, you will reach the **Monte Verità Hotel Booking**.

You can check availability and prices and, if you find a room that fits your wishes and budget, you can go ahead and book it at a reduced rate.

Please note:

- Single rooms are limited and some have a shared bathroom. Please read the rooms descriptions carefully.
- If you wish to book a shared double room with a colleague, both names must be mentioned at the time of booking.
- If you wish to book a shared double room with an accompanying person (not active participant), both names must be mentioned at the time of booking and you must select the "accompanying person" option (accompanying persons do not get the reduced room rates).
- The rooms via this platform can be booked only for the time of the conference.

In case there is no availability at Hotel Monte Verità or in case you do not wish to stay at Hotel Monte Verità, you can look for another hotel in the nearby Ascona village (15/20 minutes on foot from the Monte Verità conference centre).