

## Information regarding Registration

### 8th International Conference on Public Services Interpreting and Translation (PSIT9/ TISP9) University of Alcalá (Madrid)

Registration must be done online. This form includes useful information that you will be asked to complete during the online registration process. Registration must be completed once payment has been made, and you must upload it when completing the registration.

- Title
- Surname
- First Name
- Affiliation
- E-mail
- Mailing address
- Phone number

Are you a speaker?

- No
- Yes, Communication
- Yes, Poster

Registration Fee:

- Early registration (by 20th of December 2025)
  - Speakers 180€
  - AFITISP members or students with a presentation 130€
  - Attendee (including students) and AFIPTISP members without a presentation 50€
- General registration (21st of December-2nd of February 2026)
  - Speakers 150€
  - AFITISP members or students with a presentation 70 €
  - Attendee (including students)

Will you be attending the dinner?

- No
- Yes (55 €) Please do not forget to add this concept to your registration payment.
  - Meat menu
  - Fish menu
  - Vegetarian menu

Do you need an invoice?

- No
- Yes

Do you need a receipt?

- No
- Yes

**Please read the instructions below carefully before sending the form.**

**PAYMENT METHOD:** by bank transfer to the conference bank account. PLEASE REMEMBER TO UPLOAD THE PROOF/ RECEIPT OF PAYMENT **indicating the concept “Congreso TISP9”** to the online platform or your registration process will not be completed. **For any queries or problems please contact. [congreso.tisp9@uah.es](mailto:congreso.tisp9@uah.es)**

Any fees charged by remitting banks are to be paid by the conference participants. It is the responsibility of the sender to ensure that the conference receives the full amount. Any amount deducted by the banks for charges will be charged in cash on the first day of the conference.

#### **Bank details for transfers:**

The bank details for payment for the registrations are as shown below. When completing the payment, please also indicate the cost centre code, in order to facilitate its application to the cost centre.

IBAN: *ES87 0049 6692 8727 1630 5096.*

BIC: *BSCHEMMXXX*

Account name: *UNIVERSIDAD DE ALCALÁ – NIF: Q2818018J*

Account number: *0049 6692 8727 1630 5096.*

IF YOU NEED AN INVOICE, YOU WILL NEED TO REQUEST IT TO [congreso.tisp9@uah.es](mailto:congreso.tisp9@uah.es) WITHIN 15 DAYS FROM THE DATE OF PAYMENT.

**Please ensure that your bank transfer is identifiable by including the message “Congreso TISP9” and your name, e.g. “Congreso TISP9 Juan Gómez”.**

#### **Invoices**

If you need an official invoice (not receipt) you must email [congreso.tisp9@uah.es](mailto:congreso.tisp9@uah.es) and send your full name, address, and passport number, as soon as you complete your registration process. **We will not be able to request invoices later than 2 weeks from the registration date.**

#### **Receipts**

Printed receipts will be issued at the registration desk, but you must request it in advance (during the registration process).