

## INSIGHT OUT / HFF Academy 2011

14 -18 March 2011

### REGISTRATION FORM

Please fill in (LEGIBLY) and fax to HFF: **+49-(0)331-6202 799**

I would like to register for the INSIGHT OUT / HFF Academy 2011 at HFF Film & Television University "Konrad Wolf" from 14 - 18 March 2011. Teaching language is English.

#### Personal Details:

Company: .....

Position: .....

First name: ..... Family name: .....

Address: .....

Postcode/Town: ..... Country: .....

Telephone: ..... Mobile: .....

Fax: ..... E-Mail: .....

How did you hear about INSIGHT OUT? .....

I confirm that on receipt of an invoice by HFF, I will transfer the participation fee of:

**FIVE DAYS (14 – 18 March 2011)**

1.200 € (rebate of 250 € for bookings until 31 January 2011)

**THREE DAYS**

800 € (rebate of 150 € for bookings until 31 January 2011)

I would like to attend at the following days:

Monday, 14 March 2011

Tuesday, 15 March 2011

Wednesday, 16 March 2011

Thursday, 17 March 2011

Friday, 18 March 2011

As member of \_\_\_\_\_ (INSIGHT OUT partner organisation) I get the partner discount (If available, please, add your member certificate).

**Hands-on Workshops:** On Wednesday and Thursday, all-day practical workshops are offered. I would like to join the following workshop(s):

High-end Digital Cinema

Independent Digital Cinema and Documentary

Stereoscopic 3D Production

HDTV Broadcasting

**Booking Terms and Conditions:**

**Registration form:** This form constitutes a formal booking when duly completed, signed and sent to us by fax or post. A confirmation of your booking will be sent to you by e-mail.

**Payment:** The fee has to be paid on receipt of the invoice from HFF Film & Television University “Konrad Wolf”. The participation fee includes the lectures, workshops, seminar materials and transportation during the symposium, full catering during the lectures and workshops as well as the evening events.

**Hotel:** We offer to book a room for you at “Hotel Mercure” in Potsdam for a rate of approx. 75 € per night in a single room including breakfast. HFF undertakes to only reserve the hotel room on your behalf. Payment for the hotel room and any additional charges incurred there (also for cancellation) are your responsibility. The bus shuttle will start and end at this hotel.

**Cancellations:** Cancellation will only be accepted in written form at least 3 weeks prior to course commencement to avoid the following cancellation fees: 8 to 21 days prior to commencement: 50% of course fee, one to seven days prior to commencement: 100% of course fee. Substitute participants will, however, be accepted at any time. If the participant did not attend the workshop without informing HFF, the full participation fee has to be paid. In case of force majeure or too few registrations, we reserve the right to cancel the course and will then refund the full course fee.

**The participation fee does not include the costs for accommodation and travel.**

Please book a room for me at “Hotel Mercure” in Potsdam. A rate of approx. 75 € / night in a single room including breakfast will apply.

I would like to stay from \_\_\_\_\_ to \_\_\_\_\_ (day of departure).

**I agree to the above terms and conditions:**

Date: ..... Signature: .....

**As a registered participant you are entitled to apply for a top-class project consulting session with our experts on Friday afternoon, 18 March 2011. Detailed information about the application terms on our website at “Project Consulting”.**