

Information for pay out

Dear recipients of equal opportunity conference support

For us to be able to transfer the money to you, we need the following information (sorry it is quite a lot):

Information on the conference / child care costs:

- Description of conference incl. conference program
- Confirmation of attendance
- Receipts for child care costs
- Confirmation that you paid the costs (e.g. copy of credit card payments)

Details of your post o bank account:

- IBAN
- Name of the bank
- SWIFT/BIC

Personal information:

- First Name
- Last Name
- Address
- Nationality
- AVH Number
- Date of Birth
- Personnel Number
- Birth Certificate(s) Child(ren)

IMPORTANT

Please provide ALL of the above information in one email at the latest 6 weeks after the conference / before 1 December if your conference is in November.

We will not send out reminders to receive this information. If you do not send it, we will not be able to reimburse you.

Thank you and enjoy the conference.