

## Dear recipients of equal opportunity conference support

For us to be able to transfer the money to you, we need the following information:

### *Information on the conference / child care costs*

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

### *Details of your post/ bank account*

IBAN	<input type="text"/>
Name of the bank	<input type="text"/>
SWIFT/BIC	<input type="text"/>

### *Personal information*

First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
Nationality	<input type="text"/>
AHV Number	<input type="text"/>
Date of Birth	<input type="text"/>
Personnel number	<input type="text"/>

**!!!!!! 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.