

International Youth Leadership Conference

Payment Procedures

IYLC Conference fee is

1650 USD

Conference fee includes:

- 5 nights accommodation at the conference venue;
- all meals;
- all local transportation;
- airport greeting;
- all field trips, site visits, guest lectures, workshops, an awards ceremony, end-of-conference party;
- membership in IYLN.org Social Network.

Discounts and scholarships may apply. Details at www.iylc.com

Currencies other than Euro will be converted in accordance with the exchange rates indicated by www.xe.com on the day of the payment receipt.

Any questions regarding the payment arrangement should be directed to payments@iylc.com

Official invoices will be made

available upon request.

Please use one of the following methods to make your conference fee payment:

1. Wire Transfer (SWIFT or IBAN)**

BENEFICIARY'S BANK:

Ceskoslovenska Obchodni Banka, a.s.
SWIFT Code (BIC): **CEKOCZPP**
Radlicka 333/150, 150 57, Praha 5
Czech Republic

BENEFICIARY'S ACCOUNT IN IBAN FORMAT:

Please see more details below under important notes 2) B.

For Payments in USD:

CZ 78 0300 0000000235312148

For Payments in EUR:

CZ 96 0300 0000000235311727

For Payments in CZK:

CZ 07 0300 0000000235284132

NAME & ADDRESS OF BENEFICIARY:

Youth Leadership Europe
Řipská 24, Praha 3 130 00
Czech Republic

REASON OF PAYMENT:

"Name and location of IYLC"
(Prague, Dubai, Malaysia,
Puerto Rico, South Africa)"

2. American Express Card

There is no surcharge on AmEx payments.



To make your payment by AmEx, please provide the following details:

- name of the card holder as it appears on the card
- number of the card
- expiration date
- billing address

by e-mail:

payments@iylc.com

by phone: +44 (0)113 314 3002

3. PayPal



To: payments@iylc.com

**IMPORTANT NOTES REGARDING WIRE TRANSFERS

(Please follow these instructions carefully!)

- 1) Please put your full name in the payment when you submit your wire transfer. This enables us to verify that the payment was made on your behalf. If someone else is making the payment on your behalf they must indicate the same as above so that we can apply the payment to your attendance and thereby reserve your spot 100%. If we are not able to identify the payment as being yours we cannot apply it to your attendance.
- 2) A. You are responsible for any wire transfer fees from your bank. We are responsible for the fees incurred from our bank, but yours will charge a fee as well. We reserve the right to ask you to pay us the outstanding amount in cash upon your arrival if you do not pay for your bank's fees at the time of the transfer.
B. Please make sure your bank sends the payment in the respective currency of the account you're sending it to, i.e. that payments sent in USD are sent to our USD account, EUR amounts sent to EUR account, etc. Otherwise, you might be facing a high fee for the currency exchange the bank has to perform. (We mention this especially as we've had participants before who lost money on banking fees for this specific reason.) In other words, we have more than one account so that applicants can choose to at least some degree what currency they want to send their fee in.
- 3) Please pay special attention to the use of the IBAN. When submitting your payment via wire transfer, the beneficiary's account number in the IBAN (International Bank Account Number) format is more or less **COMPULSORY**. If you don't use it, the bank or an intermediary bank that sends the payment may charge a considerable additional transfer fee for having to look the number up. Using the IBAN will thus also speed up the transfer process. When inquiring with your bank as to how to make a wire transfer abroad, it is best to give them both formats, though the IBAN itself should suffice.

The regular formats of our account numbers are as follows:

EUR account: 235311727-0300, USD account: 235312148-0300, CZK account: 235284132-0300

Cancellation Policy

Cancellations and refund requests made more than 120 days prior to the conference will receive a 75% refund. Refund requests filed more than 90 and less than 120 days before the conference will be honored with a 50% return of fees. If you file your refund request more than 60 and less than 90 days before the conference, you will be honored with a 25% return of fees. We are unable to honor any refund on requests made less than 60 days before the conference. If you must defer your attendance to the following session we will simply move your attendance and no refund will be necessary.

Youth Leadership Europe o.s.
Řipská 24, Prague 3
130 00, Czech Republic
Tel: +44 (0)113 314 3002

info@iylc.com

www.iylc.com