

INSTRUCTION with an EXAMPLE
on filling out document for payment of registration fee for **5th International Workshop on Heat/Mass Transfer Advances for Energy Conservation and Pollution Control**
August 13-16, 2019 Novosibirsk

1. Every participant has to fill out just one INVOICE. Accompanying persons and colleagues fill out INVOICE for themselves independently. The registration membership number (registration ID) that is specified in the IWHT2019 program should be necessarily indicated along with the participant's name.
2. The INVOICE number and date is not filled in by the participant.
3. In case, if the payment is made by authorized person, the full name of the IWHT2019 participant and the payer must be specified.
4. After payment, INVOICE, completed in WORD editor, should be sent to the IWHT2019 Organizing Committee at e-mail: iwht2019@itp.nsc.ru within no more than 2 days.
5. At the request of the IWHT participant, the Organizing Committee can send a confirmation about the receipt of payment.
6. The registration fee can be paid starting from March 15, 2019 until May 30, 2019. Since June 01, 2019 the payment of increased Workshop fee will be available based on revised Invoice.
7. Below is an example of filled out INVOICE.

Example of filled out INVOICE

5th International Workshop on Heat/Mass Transfer Advances for Energy Conservation and Pollution Control August 13-16, 2019

Organized by Kutateladze Institute of Thermophysics of the Siberian Branch, (IT SB RAS)
1 Lavrentyev Avenue, Novosibirsk 630090, Russia

To be held at the Center for Information Technology of Academpark,
11 Nikolaev Str., Novosibirsk 630090

INVOICE No leave blank of March 01, 2019

The invoice is issued per participant

To participate in the 5th International Workshop on Heat/Mass Transfer Advances for Energy Conservation and Pollution Control (IWHT2019) (hereinafter the "Workshop"), please, select the participant's status in the Table below, and specify your full name and country:

	No. of accepted paper	Last name, First name of the payer	Last name, First name of the participant	Country and address of participant's place of work	Fee per person, USD	Including VAT (20%), USD
Full Delegate *	ID 133	Gao Xin	Gao Xin	Tianjin University, Tianjin, China Russia	600,00	100,00
Student *					300,00	50,00

Accompanying person**					150,00	25,00
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Total cost with VAT-20%, USD (*in writing and numbers*):_ **Six hundred USD**

*The Full Delegate and the Student are entitled to present one or more papers at the Workshop, as well as attend the Workshop sessions.

** The status of the Accompanying person gives the right to attend the Workshop sessions without giving a presentation.

Payment of this invoice shall be made in USD.

Payment deadline: May 30, 2019.

Bank account details:

INTERMEDIARY BANK: CITIUS33, CITIBANK NA, NEW YORK, USA

BANK OF BENEFICIARY: /36253499

SWIFT: JSNMRUMM «Bank Otkritie Financial Corporation» (Public Joint-Stock Company), Moscow, Russia.

«Bank Otkritie Financial Corporation»: Bld. 4, 2 Letnikovskaya Str., Moscow 115114, Russia

BENEFICIARY: IT SB RAS

The account in USD: No 40503840661121000010.

Address: 1 Lavrentyev Avenue, Novosibirsk 630090, Russia

This Invoice is an offer to enter into an agreement on providing services associated with the participation in the Workshop. Payment of this invoice means the conclusion of the Agreement for the provision of services associated with the participation in the Workshop. The Agreement becomes effective since the date of payment according to the present invoice, but no later than May 30, 2019. In case the present invoice is not paid by May 30, 2019, it will cease to be valid.

Since June 01, 2019 the payment of increased Workshop fee will be available based on revised Invoice.

The cost of services provided by IT SB RAS specified in the present invoice does not include the cost of round-trip air tickets to/from Novosibirsk, hotel accommodation, medical and insurance services.

At the end of the Workshop, the parties shall draw up and sign the Act of delivery-acceptance for rendered services.

The relations between the parties shall be subject to Russian law, the parties' disputes shall be considered in court in Russia at the location of IT SB RAS.

O.V. Sharipov
Deputy Director

E.V. Tiutiunichenko
Chief Accountant