



Guide to Registration Process

# Preparing Your Registration

**Before completing your registration, you will need to decide any options to add:**

- [sightseeing tours](#)
- [masterclasses](#)
- [visits to galvanizing plants](#)
- If you require [visa support](#), **you will need your passport details.** You can view these options of the event web pages before starting your registration

**Other information required:**

- Your **EU VAT number** (if you have one).
- Credit card or invoicing information for payment.

# To register a delegate to Intergalva 2024

## Steps:

1. Enter your email address.
2. If you have been given a voucher code, enter it here. If not, leave this blank.
3. Fill out the form with the **delegate's** information
4. Select any **delegate's** dietary requirements.
5. Select whether you (**the delegate**) require visa support.
  - If yes = complete the form with the **delegate's visa information**.
  - If no = Select 'No' and continue to step 6.

**Next select your masterclasses, sightseeing tours and visits to galvanizing plants. They will appear in order of the date in which they occur.**

6. Go through each page and select which optional masterclasses, sightseeing tours and plant visits you would like to attend.

**You will be asked if you would like to register an additional participant or accompanying spouse.**

7. Select 'No' and click 'continue' – unless you want to add another delegate or an accompanying person (spouse)

**Next enter your payment details.**

8. Enter your EU VAT number. If you do not have one, leave blank.
9. Select payment method (Credit card or bank transfer (invoice))
10. Fill in all required payment information
11. Select 'make payment'
12. Download your receipt/invoice.

Note: If you chose the 'pay by invoice' option – please ensure the bank transfer is made immediately

	Welcome	Participant Information	Itinerary	Additional Participants	Registration Record	
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You are currently testing this event

To start your registration, enter your email adress below.

Delegate Registration Fee €1,195.00

All fees are subject to 21% Belgian VAT.

The Delegate fee inclues: attendance at the conference sessions;  
documentation; coffee breaks and lunch on 10, 11 and 12 June;  
and Welcome Party on Monday 10 June; Gala Dinner on Tuesday 11 June.  
There is an additional charge for optional visits to galvanizing plants, masterclasses and sightseeing tours.

\* = Required Field

Step1

Step 2

Email Address\*

Voucher Code

(If you have been given a special voucher code please enter it here) You will not be able to add this code after your registration is completed.

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Questions about InterGalva 2024?  
Contact Kimberley Dunk:  
Kimberley@egga.com  
Tel: +44 (0) 121 355 2119

[www.intergalva.com](http://www.intergalva.com)

Need help with your registration?  
Contact Elizabeth Peace by email to  
InterGalva-events@worldspan.co.uk  
Tel: +44 (0) 1745 828400

WelcomeParticipant InformationItineraryAdditional ParticipantsPaymentRegistration Record

Participant InformationAdditional Requests

Step 3

You are currently testing this event

Participant Information

Please complete the fields below

\* = Required Field

Verify Email Address\*

Prefix (Mr, Mrs, Dr etc)

First Name\*

Last Name\*

Company\*

Is your company registered for VAT in Belgium\*No

Address Line 1\*

Address Line 2

City\*

Zip (Postal Code)\*

Country\*

Telephone Number\*

CC email address

Add a cc email address to have a colleague copied on all Intergalva 2024 registration correspondence.

Total Cost € 1,195.00

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WelcomeParticipant InformationItineraryAdditional ParticipantsPaymentRegistration Record

Participant InformationAdditional Requests

Step 4

You are currently testing this event

Participant Information

Please complete the fields below

\* = Required field

Dietary Requirements\*

Dairy Free

Visa Requirements

Please indicate if you require visa support\*

(Clear Selection)

☒ Yes

☐ No

are Name

Name as it appears on your passport

Company Name

Company Address

Date of birth

dd/mm/yyyy

Place of birth

Passport number

Date of issue

dd/mm/yyyy

Place of issue

Expiry date

dd/mm/yyyy

Will you require any special assistance during your time at the event (e.g. wheelchair, access/hearing loop)?

Total Cost € 1,195.00

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Step 6a

You are currently testing this event

Sunday 9 June

You can now add plant visits, masterclasses and sightseeing options.  
They will appear in chronological order.

\* = Required Field

9 June, 2024

Sightseeing Tours

09:30 - 17:00

☐ Sightseeing Tour 1 - Flanders Fields Battlefield Tour and Vineyard (€155.00)

14:00 - 17:00

☒ Sightseeing Tour 2 - Bruges Highlights - including chocolate demonstration and Boat Tour (€75.00)

16:00 - 17:00

☐ Sightseeing Tour 3 - Get to know Bruges - Walking Tour (€20.00)

Total Cost € 1,270.00

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You are currently testing this event

Step 6b

Monday 10 June

You can now add plant visits, masterclasses and sightseeing options.  
They will appear in chronological order.

\* = Required Field

10 June, 2024

Masterclasses

09:30 - 10:15

[Clear Selection]

- ☐ Masterclass 1: Improving Energy Efficiency (€60.00)
- ☒ Masterclass 2: Zinc Consumption and Kettle Maintenance (€60.00)

13:00 - 13:45

[Clear Selection]

- ☐ Masterclass 3: Improving Energy Efficiency (€60.00)
- ☐ Masterclass 4: Zinc Consumption and Kettle Maintenance (€60.00)

17:45 - 18:30

[Clear Selection]

- ☐ Masterclass 5: Optimising Pretreatment (€60.00)
- ☒ Masterclass 6: Carbon Footprinting and EPDs for Galvanizing (€60.00)

Total Cost € 1,390.00

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Step 6c

You are currently testing this event

Tuesday 11 June

You can now add plant visits, masterclasses and sightseeing options.  
They will appear in chronological order.

\* = Required Field

11 June, 2024

Masterclasses

08:00 - 08:45

[Clear Selection]

- ☐ Masterclass 7: Productivity and Jigging (€60.00)
- ☐ Masterclass 8: Understanding ISO 1461 and related standards (€60.00)

13:00 - 13:45

[Clear Selection]

- ☒ Masterclass 9: Improving Energy Efficiency (€60.00)
- ☐ Masterclass 10: Zinc Consumption and Kettle Practice (€60.00)
- ☐ Masterclass 11: LME Seminar: Zinc trading, pricing and hedging (€60.00)

Total Cost € 1,450.00

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	Welcome	Participant Information	Itinerary	Additional Participants	Payment	Registration Record	
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## Step 6d

You are currently testing this event

Wednesday 12 June

You can now add plant visits, masterclasses and sightseeing options.  
They will appear in chronological order.

\* = Required Field

12 June, 2024

### Masterclasses

08:00 - 08:45

[\[Clear Selection\]](#)

- ☐ Masterclass 12: Optimising pretreatment (€60.00)  
☒ Masterclass 13: Zinc Consumption and Kettle Practice (€60.00)

13:00 - 13:45

[\[Clear Selection\]](#)

- ☐ Masterclass 14: Improving Workplace Safety (€60.00)  
☐ Masterclass 15: Productivity and Jigging (€60.00)

Total Cost € 1,510.00

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You are currently testing this event

Step 6e

Thursday 13 June

You can now add plant visits, masterclasses and sightseeing options.  
They will appear in chronological order.

\* = Required Field

13 June, 2024

Sightseeing Tours

09:30 - 17:00

☐ Sightseeing Tour 11 - Flanders Fields Battlefield Tour and Vineyard (€155.00)

09:30 - 12:30

☐ Sightseeing Tour 12 - Unknown Bruges - Walking Tour (€95.00)

13 June, 2024

Plant Visits

08:00 - 16:30

☐ Group 1 - Plant Visit (€65.00) [\[More Info\]](#)

07:30 - 20:10

☒ Group 2 - Plant Visit (€80.00) [\[More Info\]](#)

09:30 - 16:10

☐ Group 3 - Plant Visit (€65.00) [\[More Info\]](#)

08:30 - 16:30

☐ Group 6 - Plant Visit (€295.00) 2 day visit 13th & 14th June [\[More Info\]](#)

Total Cost € 1,590.00

Welcome

Participant Information

Itinerary

Additional Participants

Payment

Registration Record

## Step 6f

You are currently testing this event

Friday 14 June

You can now add plant visits, masterclasses and sightseeing options.  
They will appear in chronological order.

\* = Required Field

14 June, 2024

### Plant Visits

08:00 - 16:15

☐ Group 4 - Plant Visit (€65.00) [\[More Info\]](#)

08:00 - 16:30

☒ Group 5 - Plant Visit (€65.00) [\[More Info\]](#)

08:30 - 16:30

☐ Group 6 - Plant Visit (€295.00) 2 day visit 13th & 14th June [\[More Info\]](#)

Total Cost € 1,655.00

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Welcome

Participant Information

Itinerary

Additional Participants

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Registration Record

## Step 7

You are currently testing this event

\* = Required Field

Would you like to register an additional participant or an accompanying spouse?\*

☒ Yes ☐ No

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You are currently testing this event

Payment

You can select your method of payment below.

You can either pay by credit card or bank transfer.

To view and print your invoice, please click the 'Print Invoice' option on the next page.

\* = Required Field

Name	Email Address	Category	Total	details
Mr Markus Gohl	markus.gohl@intermark.com	Delegate	€ 1,655.00	Q
Mr Markus Gohl	markus.gohl@intermark.com	Delegate	€ 1,655.00	Q
Mr Markus Gohl	markus.gohl@intermark.com	Delegate	€ 1,655.00	Q
Total Selections			€ 4,965.00	
BE VAT			€ 100.00	
Total			€ 5,065.00	

Date	Transaction Type	Amount
20 February, 2024	Transaction Amount	€ 5,065.00
Balance		€ 5,065.00

If your company is established in Belgium and registered for VAT in Belgium or is otherwise registered for VAT in Belgium and have appointed an individual VAT representative. The reverse charge rule will then be applied to your invoice.

EU VAT Number

Please select your method of payment

- ☐ Credit Card  
☐ Invoice

Cancellation Policy

The following cancellation terms apply for registration fees, including optional tours and visits:

- Cancellation before 12 April: Full refund, less an administrative charge of €50+VAT.
- Cancellation after 12 April and before 10 May: 50% refund.
- Cancellation after 10 May: No refund.
- Refunds for Plant Visits Groups 6 are not possible at any time as they include non-refundable travel bookings.
- Substitutions of delegates or accompanying persons is permitted at any time but must be notified in writing.
- Cancellations or substitutions must be sent by email to [intergalva-events@worldspan.co.uk](mailto:intergalva-events@worldspan.co.uk).

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Make Payment

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You are currently testing this event

Payment

You can select your method of payment below.

You can either pay by credit card or bank transfer.

To view and print your invoice, please click the 'Print Invoice' option on the next page.

\* = Required Field

Name	Email Address	Category	Total	details
			€ 1,000.00	
		Accompanying person	€ 848.00	
Total Selections				
BE VAT			€ 3,028.63	
Total			€ 3,028.63	

Date	Transaction Type	Amount
20 February, 2024	Transaction Amount	€ 3,028.63
	Balance	€ 3,028.63










If your company is established in Belgium and registered for VAT in Belgium or is otherwise registered for VAT in Belgium and have appointed an individual VAT representative. The reverse charge rule will then be applied to your invoice.

EU VAT NumberRemove

Please select your method of payment

☒ Credit Card

We accept the following cards

Amount: € 3,028.63

Credit Card Number \*

Expiration Date \*Month Year

Card Security Code \*What is this?

Billing Company \*

Cardholder Name \*

First Name

Last Name

Billing Address \*

Billing Address 2

Billing Address 3

Billing City \*

Billing State/Province \*

Billing Zip

Billing Country \*

☐ Invoice

Cancellation Policy

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- Cancellation after 10 May: No refund.
- Refunds for Plant Visits Groups 6 are not possible at any time as they include non-refundable travel bookings.
- Substitutions of delegates or accompanying persons is permitted at any time but must be notified in writing.
- Cancellations or substitutions must be sent by email to [intergalva-events@worldspan.co.uk](mailto:intergalva-events@worldspan.co.uk).

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Make Payment

Step 10

You are currently testing this event

Payment

You can select your method of payment below.

You can either pay by credit card or bank transfer.

To view and print your invoice, please click the 'Print Invoice' option on the next page.

\* = Required Field

Name	Email Address	Category	Total	details
Dr. Thomas Cook	thomas.cook@intermet.com	Delect		
Dr. Thomas Cook	thomas.cook@intermet.com	Delect		
Total Selections			1,074.00	
BE VAT			1,228.63	
Total			€ 3,028.63	

Date	Transaction Type	Amount
20 February, 2024	Transaction Amount	€ 3,028.63
Balance		€ 3,028.63

If your company is established in Belgium and registered for VAT in Belgium or is otherwise registered for VAT in Belgium and have appointed an individual VAT representative. The reverse charge rule will then be applied to your invoice.

EU VAT Number  Remove

Please select your method of payment

- ☐ Credit Card
- ☒ Invoice

To view and print your invoice, please click 'print invoices' option on the next page. Please note that your delegate reference number must be provided with payment to ensure the correct allocation of funds.

Step 10

Billing Company \*

Billing Name \*

First Name

Last Name

Billing Address \*

Billing Address 2

Billing Address 3

Billing City \*

Billing State/Province \*

Billing Zip \*

Billing Country \*

PO Number

Cancellation Policy

The following cancellation terms apply for registration fees, including optional tours and visits:

- Cancellation before 12 April: Full refund, less an administrative charge of €50+VAT.
- Cancellation after 12 April and before 10 May: 50% refund.
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Make Payment

Step 11

Some test credit card numbers:



You are currently testing this event

Step 12

Receipt/Invoice

Ref #	Name	Email Address	Category	Cost	Details
XX	XXXXXX	XXXXXXXXXX	XXXX	€ 1,655.00	🔍
				€ 848.00	🔍
Total Selections				€ 2,503.00	
BE VAT				€ 525.63	
Total				€ 3,028.63	

Date	Transaction Type	Amount
20 February, 2024	Transaction Amount	€ 3,028.63
Balance		€ 3,028.63

Information about Hotel Accommodation at Intergalva 2024 is available here: <https://intergalva.com/intergalva-2024/hotel-accommodation/>

We recommend booking your hotel accommodation in Bruges as soon as possible as hotels may be busy during the high tourist season in Bruges.