



European Shakuhachi Society
29 D Loraine Road
London N7 6HB
England

ENROLLMENT INSTRUCTIONS FOR THE EUROPEAN SHAKUHACHI SOCIETY SUMMER SCHOOL BARCELONA 2013

The enrollment process has 3 parts. Once the three steps are completed you will be officially be considered a register participant. Please remember that only the completion of the process can guarantee your place (this is especially important for the shakuhachi making workshops). After the completion of the 3 steps you will get confirmation e-mail from the organization.

The Enrollment process in 3 easy steps:

1. *Become a registered member for the ESMUC*
 - a. *This is an easy procedure that will take you no more than 10 minutes and will generate an user name and password to be able to enroll in any of the courses from ESMUC (remember that our event is called “European Shakuhachi Society Summer School Barcelona 2013”) There is no need for any bank or credit card information for this step.*
2. *Go through the steps of the actual enrollment*
 - a. *Mostly related with choosing the registration fee that apply to your case and the payment method. Remember that we have a full fee and then special discounts for “early birds” registration (until June 7th included) and for ESS members (ESS members can also get the “early birds” registration saving up to €55) Please keep in mind that in order to get the ESS members discount you should be member of the ESS as for 2012-2013. You can become a member here:
<http://www.shakuhachisociety.eu/membership.html>*
3. *Finalize the payment*
 - a. *If you are paying by credit card, the payment will be completed at the end of the process. Should you choose to pay by bank transfer (or Bar code if form Spain), you will have to do the payment from the information you get at the end of the process.*



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As for the payment, you will find that there are 3 methods of payment:

1. Credit card:
 - a. It is maybe the easiest one and will be completed at the end of your enrollment process.
2. International bank transfer.
 - a. As indicated in the name, only valid for bank transfer from outside Spain. Please note that we need to receive the exact amount indicated in Euros (€) and that you should take care of any commission or currency exchange difference that may arise.
3. Bar code payment.
 - a. Only valid from inside of Spain. The enrollment process will generate a document containing a bar code that you will have to print and with it go to an ATM or any branch of the Bank "La Caixa" to do the actual payment.

Should you have any problems, please do not doubt to contact Maria Franch (the person responsible for the enrollment at ESMUC) at maria.franch@esmuc.cat and you can also consult with the Spanish organization group at: barcelona2013@shakuhachi.es

And please remember that you will have to secure your hotel on your own (check the accommodation section on our main website at: <http://barcelona2013.shakuhachisociety.eu>)

The Spanish organization team for the ESS Summer School 2013