# WHAT DO I NEED before filling in the registration form?



Dear participant,

Yippee, soon you will be registered for the best event of 2021!

Double check that you are 100% ready for the registration so that the process will run smoothly.

Here's a list of attachments you need to upload and questions that require your answers before registering.



## **IMPORTANT**

The registration form is intended for registering to the Full or Half Package Deal (of 8 or 4 days). Oneday (1) registrations for the festival will be possible later on.

The process of completing the form will be longer if you decide to register more than one person. The registration form is created in a way that allows you to leave the registration process and continue at a later time as **the information will be saved**. You only need to store the user name and password you entered at the beginning. Please note: the final date for registration is 15 February 2021.



BEFORE REGISTERING MYSELF (AND OTHER PARTICIPANTS IN CASE OF A GROUP REGISTRATION), I HAVE TO PREPARE THE FOLLOWING:

#### $\odot$ Information about the festival package

Will you register for 4 or 8 days?

#### Information about all the participants I am registering:

#### 🕑 Personal data

Name, surname, category, voice, gender, date of birth, e-mail

#### Workshop selection\*

3 chosen workshops. You will most probably be notified about the final decision at the end March 2021.

🕑 Food

You are kindly invited to decide whether you will eat at the venue during the festival. In this case, you will indicate which persons will choose which meals (only lunch, only dinner or both) and whether there are any specific requirements regarding food – vegetarian, vegan, celiac disease (gluten-free) or lactose intolerance (lactose-free). \* The festival offers a wide and diverse selection of programmes. If you register for a Full Package Deal (of 8 days), you may attend daily Discovery Ateliers or the PULSE Programme for the last 2 or 4 days once your main atelier is finished (e.g. a 4- or 6-day atelier). In the segment of programme choice in the registration form, you have to indicate three main ateliers of your choice and not the plan of your entire festival week.

Take a look at the following example: Anja chose a Full Package Deal (of 8 days). Her wish is to spend 6 days at the chosen atelier and then attend 1 one-day Discovery Atelier and 1 PULSE programme in the last 2 days. In the segment of programme choice in the registration form, she indicated only 3 different 6-day ateliers and NOT the 1 chosen 6-day atelier + 1 Discovery Atelier + 1 PULSE programme.

More information about the workshops you will be able to attend in the last days of the festival will follow by e-mail by April 2021 at the latest.

# $\odot$ A recording if you are registering for C-level ateliers.

(Format: YouTube link, mp3, mp4; the song must not be recorded before 2019; no more than 3–5 minutes long). Read more about it <u>HERE</u>.

## ☑ Membership number IF you are an ECA-EC-member

Just for non-Slovenian participants

#### $\odot$ Information about additional performances (only for: choir/vocal ensemble).

Registration is not obligatory. You only need to indicate whether you are interested in additional performances or not. Details will be sent to the applicant's e-mail address as soon as more information is available. Additional performances are possible in the following events: Choir-to-Choir, Open-Air concerts, Night of Choirs and Family Vision.

#### $\odot$ Information about the payment options

for the first part (registration fee: EUR 60,00) that needs to be paid upon registration. Payment options: credit card, direct bank transfer or PayPal.

### $igodoldsymbol{ imes}$ Information about the payer

in case the applicant is not the payer.

# 🛇 Read

the Statement on protection of personal data (GDPR) and the Festival's Terms and Conditions.

#### **Technical instructions:**

- O The registration form is only available in **English.**
- $\bigcirc$  We recommend filling out the registration form using a computer or tablet.
- In case of a group registration, you will be able to select **"All"** in the registration form to select the same programme choices for all members of the group/choir.
- You can also PRINT the registration form at the end. This will allow you and the members you are registering to review the data before submitting the form.
- 🕑 You can make corrections of your data at »summary« section of the registration form.

# ATTENTION:

- All issues regarding the registration will be communicated with the group leader / choir representative. In case you register several participants, only you will receive the confirmations and any other communication (and not each participant individually).
- The group registration holder (group OR choir/vocal ensemble) will receive one invoice for all the registered participants so that you can avoid receiving different invoices and can register everybody in just one step – we highly recommend that!
- Those parents who would like to attend the festival with their young ones (4–10 years of age) and register them into the Musical kindergarten should not include their children's names in the registration form. All registrations into the Musical kindergarten will be managed separately via the following e-mail address: kindergarten@ecljubljana2021.si. Find out more about this HERE.
- I person can register only once (with one group/choir) In case one person sings in two choirs and also registers with two choirs, he or she will be required to pay two participation fees.
- All choir/vocal ensemble members or groups (couples, friends or family) have to select the same Package Deal (i.e. the same length of the festival)

Registering a choir/vocal ensemble requires all participants to register for the same length of the festival (4 or 8 days). If one part of the group would like to leave the festival earlier or stay longer than the others, they must **register their group separately** and NOT as part of the initial group registration. At the end of the registration form, these individuals will be able to make a note indicating that they are members of a certain choir/vocal ensemble.



