

Routines for payment of membership fees and controlling of membership status before the NERA congress

(NERA fills in information)

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Conference host

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Routine

1. When a conference participant registers as a new member of NERA in the conference registration system, the person will receive an invoice from the conference host via the conference registration system. The complete list of new members must be sent to Universitetsforlaget (Edith Dombek) immediately after the conference, no later than two weeks. Universitetsforlaget will then ask the conference host to transfer the correct amount of money by April 15. The money has to be transferred no later than April 30.
2. Whoever registers as already being a member has to pay their membership fee directly to Universitetsforlaget, using the invoice that was sent from Universitetsforlaget in November. When the conference registration is closed, the conference host has to compare this list of members to the list of members that Universitetsforlaget has registered. Whoever has not paid their membership fee before the conference will receive a reminder letter from Universitetsforlaget. This reminder will be sent after the conference host has given Universitetsforlaget a list in which these members are accounted for.
3. On the invoice from Universitetsforlaget (the invoice sent in November) to the NERA members, there will be text explaining that membership has to be paid before the conference for a member to be eligible for a reduced conference fee. The same information will be available on the conference's web page.

It is the conference host who has financial responsibility for new members. Also, the conference host must help Universitetsforlaget control the membership lists according to the type of registrations that are made in the conference registry. Universitetsforlaget is financially responsible for reminding existing members who do not pay their membership (anything that does not have to do with the conference registry).

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