

HOW TO REGISTER: A STEP-BY-STEP GUIDE

1. Go to the [booking portal](#) of Burg Rothenfels and find the [Symposium](#) or [Symposium Special](#) entry. The links here don't work? Use the links provided on our homepage under "registration".
2. If necessary, switch to your preferred language:

The screenshot shows the Burg Rothenfels website. At the top, there is a red navigation bar with links for 'Seminars' and 'Lecturers', a search bar, and buttons for 'EN' (language), 'LOG IN', 'REGISTER', and a shopping cart icon. Below the navigation bar is a large banner image of the Burg Rothenfels castle. To the right of the banner, the Burg Rothenfels logo is visible. Below the banner, there is a section for the event 'Barocktanz mit Caroline Copeland'. The event details include a description, a period (Sun, 31. May, 18:30 - Wed, 3. Jun 2026, 12:00), and prices (Tagungsbeitrag €130.00, Tagungsbeitrag Ermäßigt €70.00, Sonderpreis (2026)* €100.00). A red 'BOOK' button is prominently displayed. A yellow arrow points from the 'EN' button in the navigation bar to a box labeled '2'. Another yellow arrow points from the 'BOOK' button to a box labeled '3'.

3. Klick on the button "BOOK".
4. Look whether you have selected the right event.

The screenshot shows the booking form and the selected event details. On the left, there is a 'Booking' form with fields for 'Salutation', 'Title', 'First name', 'Last name', 'Street and house number', 'Postal code', 'Town', 'Country' (set to Germany), and 'Date of birth'. A yellow arrow points from a box labeled '5' to the 'First name' field. On the right, there is a 'Selected' section showing the event details: 'No. 2629', 'Barocktanz mit Caroline Copeland', 'Period' (Sun, 31. May, 18:30 - Wed, 3. Jun 2026, 12:00), and 'Prices' (Tagungsbeitrag €130.00, Tagungsbeitrag Ermäßigt €70.00, Sonderpreis (2026)* €100.00). A yellow arrow points from a box labeled '4' to the 'Barocktanz mit Caroline Copeland' text.

5. Fill in your personal data.
6. Fill in your contact information.
Please add the international phone code, e.g. +49-172-555555

Contact information

E-Mail *

Phone number *

7. Choose your nutrition type and your preferred room of the dropdown menus:

Catering

Nutrition type *

Intolerances | Allergies

Lodging

Room request *

I would like to share my room with

The nutrition types/rooms are in German only, therefore, here the translation:

Catering

Nutrition type *

Schweinefleischlos = **without pork**
 Vegan = **vegan**
 Vegetarisch = **vegetarian**
 Vollkost = **with meat/no restrictions**

Lodging

Room request *

Doppelzimmer = **double/twin bed room**
 Einzelzimmer = **single room**
 Mehrbettzimmer = **triple/quadrupel bed room**
 Tagesgast ohne Übernachtung = **day guest only / self organised room outside the castle**

8. Don't forget to tell us about food intolerances/allergies, see above, no. 7.

9. And you can add a remark about with whom you would like to share the room.

10. **Bank account details:**

If you live in a European country which joins the SEPA bank collection procedure, please fill in your bank details.

If you live in another country, check the box below and don't forget to bring the amount in cash. **The castle won't take credit cards due to the high fees** (you'll need some cash anyway to pay drinks, etc.).

Bank account details

IBAN

Account holder

Bank

☐ I am from a non-European country and would like to pay in cash on site.

11. Comments: Here, you can add further remarks, special wishes, e.g. a crib, etc.

Comments

Comments

12. Choose the correct conference/course fee of the dropdown menu:

Price

Price *

Tagungsbeitrag €130.00

Tagungsbeitrag €130.00 = normal fee

Tagungsbeitrag Ermäßigt €70.00 = reduced fee

Sonderpreis (2026)* €100.00 = special price (2026)

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Reductions: Discounts are available on conference fees, accommodation, and meals for persons up to and including 26 years of age and persons in training, studying, or performing voluntary service.

The special price (2026) is an offer for those who are unable to pay the full conference fee due to rising living costs. It can be claimed without providing proof. Please note that this price only covers part of our personnel and room costs.

13. Check the box for your requested accommodation.

Prices are per person for the whole conference/course including the meals.

U/V = accommodation and meals, **Ermäßigt** = reduced (for eligible persons)

For translations of the room types, see above.

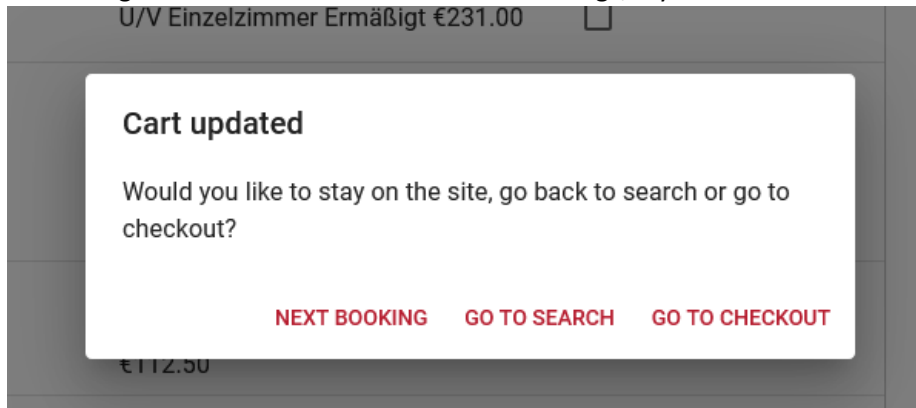
Costs for accommodation and meals

U/V Mehrbettzimmer p. P. / shared room p. P.	Prices U/V Mehrbettzimmer p. P. / shared room p. P. €290.00 U/V Mehrbettzimmer p. P. Ermäßigt / reduced shared room rate p. P. €233.00	☐ ☐
U/V Einzelzimmer / single room	Prices U/V Einzelzimmer / single room €362.00 U/V Einzelzimmer Ermäßigt / reduced single room rate €292.00	☐ ☐
U/V Doppelzimmer p. P. / double room p. P.	Prices U/V Doppelzimmer p. P. / double room p. P. €318.00 U/V Doppelzimmer p. P. Ermäßigt / reduced double room rate p. P. €259.00	☐ ☐
Tagesgast ohne Übernachtung / day guest (only catering)	Price Tagesgast ohne Übernachtung / day guest (only catering) €145.00	☐

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14. Press the button “continue to order”

15. Click on “go to checkout” or click on “next booking”, if you want to add another person.



16. You see a summary of your order.

For contributors: If you have a discount code, fill it in here.

Complete order

Billing address

☒ Person ☐ Company

Salutation

Firstname *

Lastname *

E-mail *

Street *

Postal code *

City *

Country *

Order

Barocktanz mit Caroline Copeland	€130.00
U/V Doppelzimmer p. P.	€256.00
Total (2 positions)	€386.00

Discount codes

Discount code

I authorize the Vereinigung der Freund von Burg Rothenfels e. V. to collect payment for the event from my account by direct debit. At the same time, I instruct my bank to honor the direct debit drawn on my account by the Association of Friends of Rothenfels Castle. The debit will usually be made on the day the event begins.
(Note: I can request a refund of the debited amount within eight weeks of the debit date. The terms and conditions agreed with my bank apply.)

☐

I have read the [terms and conditions for our conferences](#) and agree to them.

Data protection: Personal data is collected in accordance with Art. 6, lit. b) and f) GDPR for the purpose of event organization and stored electronically by Burg Rothenfels. Further details on how Burg Rothenfels handles your data can be found in our [privacy policy](#).

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17. Check this box, even if you have not filled in your bank account. It is required for the registration process.

18. Click on the “order for a fee” button to finish the registration and booking process.

19. Done. Congratulations!

20. You will receive an automatic email confirming your booking request. Some time later, you will receive a second email confirming the booking itself.

In case that a certain type of accommodation is already booked out, the administration will get in touch with you to look for alternatives.

One or both emails may contain information about bank collection of fees. If you had checked the box “I am from a non-European country...”, you can ignore the standard message.

21. If you have any problems with the registration, don't hesitate to contact us: info@historical-dance-symposium.org