

**GROUP REGISTRATION POLICY**

**Registration Fees (EUR)**

Registration fees (EUR)	Until 08 August 2018	As from 09 August 2018
Congress delegate	490	640
Physicians in training, researchers and therapists*	240	340
Nurses**	240	340
Congress delegate reduced (low / middle income country)	330	430
Physician in training / researchers / therapists <u>reduced</u> (low / middle income country) *, ***	160	230
Nurse reduced (low / middle income country) **, ***	160	230
Educational Session	40	50
Case-based Educational Session	80	100

\* Physicians in training: colleagues born on / after January 1, 1983; copy of passport required

\* Therapists and Researchers: signed confirmation from head of department required, confirming your current employment status

\* Nurses: signed proof (employment status) required

The reduced rate is available to all participants of a country designated by the World Bank rating as a low / lower-middle income economy. Please click [here](#) to view a list of these countries.

**The registration fee for participants includes**

- Admission to all scientific sessions (except of Educational Sessions)
- Admission to the industrial exhibition
- Congress bag
- Final Programme
- Catering during coffee and lunch breaks

**Guidelines**

In order to proceed with your group registration, please log in / create a profile [here](#), then click on the tab “**group registration**”. First step is to select a package to purchase (please click on “buy contingent” for the required amount of registrations and other tickets if needed). You will receive a confirmation / invoice by email.

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer; a handling fee of 10€ is required. A different invoice address can be added separately.

Individual participant’s data can be entered under “**add participants**” Please note that an individual email address for each participant is required. Once the entry of participant data is completed, the tickets (registration fees, teaching courses, etc) can be allocated to individual participants (click on “**Distribution**” to allocate the tickets).

The data must be completed by **08 August 2018** in order to guarantee the lower registration fees. Should you not use the full contingent until this deadline, the higher fees will apply automatically.

### **Group Contract**

There is the possibility to sign a group contract where you buy a package (“**buy contingent**”) for a defined number of participants until **08 August 2018**. Full payment must be completed by that date to validate the contract. “Add participants” will be available as soon as full payment and the signed contract have been received (latest 08 August 2018). The advantage of a group contract is that you have time to enter the participant data until **05 September 2018**. Free name changes are also permitted until that date.

For further information please contact [registration.ectrims@congrex.com](mailto:registration.ectrims@congrex.com).

### **Cancellation Policy**

- Cancellations received up and including 29 August 2018 minus 25% handling fee
- No refund on cancellations after 29 August 2018
- For any change of names, a fee of € 50 will be charged

***If you do a no-name group contract, the cancellation policy of the contract applies!***

The group coordinator is liable to pay the registration costs as soon as she / he has registered participants for the congress.

If any delegates are not attending the conference but the cancellation policy was not respected the complete registration costs have to be paid.

### **Group Pick-Up**

The opportunity of picking up the documents for your group in advance will be offered to you in order to facilitate the pre-registration procedure. In order to arrange your pick-up time you will be contacted 3-4 weeks prior to the congress.