

## GROUP REGISTRATION POLICY

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### Registration Fees (EUR)

Registration fees (EUR)	Until 03 July 2019	As from 04 July 2019
<b>Congress delegate</b>	490	640
<b>Physicians in training, researchers and therapists*</b>	240	340
<b>Nurses**</b>	240	340
<b>Congress delegate reduced (low / middle income country)</b>	330	430
<b>Physician in training / researchers / therapists <u>reduced</u> (low / middle income country) *, ***</b>	160	230
<b>Nurse reduced (low / middle income country) **, ***</b>	160	230
<b>Educational Session</b>	40	50
<b>Case-based Educational Session</b>	80	100

\* Physicians in training: colleagues born on / after January 1, 1984; copy of passport / ID card required

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

\* Nurses: signed proof (employment status) required (English language)

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](#). If you cannot remember your password, please use the “forgot password” link in the upper right corner of the page. Once logged in, please click on the tab “**group registration**”. First step is to select a package to purchase (please click on “order tickets” 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**” To register your delegates, you need their individual email address, full name, institute, city and country, as well as a proof if requested for this category. Once the entry of participant data is completed, the tickets (registration fees, educational sessions, etc.) can be allocated to individual participants (click on “**Distribution**” to allocate the tickets).

The data must be completed by **03 July 2019** 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 (“**order tickets**”) for a defined number of participants until **03 July 2019**. Full payment must be completed by that date to validate the contract. “Distribute” will be available as soon as full payment and the signed contract have been received (latest 03 July 2019). The advantage of a group contract is that you have time to enter the participant data until **31 July 2019**. 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 (in writing) received up and including 8 July 2019: minus 25% handling fee
- No refund on cancellations after 8 July 2019, even if due to Visa rejection, illness etc.
- For any change of names, a fee of € 50 will be charged (except you have a group contract)

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

- Up to 24 July 2019, 60 percent of the Client's deposit shall be forfeited in favour of ECTRIMS 2019.
- As from 25 July 2019, the full deposit shall be retained.
- Name changes are free of charge until 31 July 2019 (no-name deadline). Afterwards they will be charged with € 50 per change.

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.