

# ECTRIMS . DIGITAL EXPERIENCE

13-15 OCTOBER  
2021

## GROUP REGISTRATION GUIDELINES

Group registration is available for groups of 2 participants or more and is being offered until 15 October 2021.

### Registration fees

All fees are in € and exempt VAT.

Registration category	Early fee until 4 Aug 2021, 23h59 CEST	Late fee from 5 Aug 2021
Congress delegate	295	325
Young Congress delegate*	145	160
Researcher**	145	160
Nurse**	145	160
Congress delegate reduced (low / middle income country)***	200	220
Young Congress delegate reduced (low / middle income country)*, ***	100	110
Researcher reduced (low / middle income country)** , ***	100	110
Nurse reduced ((low / middle income country)** , ***	100	110

### Registration categories / proof upload

\* Young Congress delegate: applicable for colleagues born on / after January 1, 1986; required proof upload: copy of passport / ID

\*\* Researchers and Nurses – required proof upload: signed confirmation from your head of department, confirming your current employment status as researcher / nurse (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.

No proof of status is required for participants that register in the category “Congress delegate”.

### The ECTRIMS digital congress ticket fee includes:

- Participation in the digital congress
- Access to the digital platform and scientific content from the ECTRIMS 2021 congress programme
- Access to the online satellite / industry content
- Access to all e-abstracts / e-posters online
- Written chat opportunities for Q&A during scientific sessions
- Online interaction with exhibitors and sponsors
- Online networking opportunities with all delegates and dedicated group chats

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## Payment

Credit card (AMEX, MasterCard or Visa) or bank transfer can make payment. However, payment by bank transfer is only possible until 6 October 2021, 23h59 CET.

## Cancellation policy

All cancellations must be sent to [registration.ectrims@congrex.com](mailto:registration.ectrims@congrex.com)

Refund of registration fees will be as follows:

- Cancellations received up and including 9 August 2021: minus 25% handling fee
- No refund on cancellations after 9 August 2021
- For any change of names, a fee of € 50 will be charged. Name changes are possible until 9 August 2021.

## Registration Guidelines

In order to proceed with your group registration, please log in / create a profile [here](#).

Once logged in, please click on the tab “**group registration**”. First step is to buy a contingent by selecting the number of required registration tickets per category. You will receive a confirmation / invoice by email.

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer. A different invoice address can be added separately.

Individual participant's data can be entered under “**add participants**”.

To register your delegates, the following data is required for every participant:

- Email address (needed for the log in to congress participation)
- First and last name
- Gender (male / female)
- Institute/company name
- City
- Country
- Proof of status if the registration category requires it (e.g. nurse, young congress delegate, etc.)

Once the entry of participant data is completed, the registration tickets need to be allocated to the participants (click on “**Distribution**” to allocate the tickets).

It is possible to purchase registrations without having all group members' details prior to 4 August 2021. However, by **29 September 2021** at 23h59 CEST, you must enter / upload your group members' details and assign all purchased registrations via your group registration account.

Registration confirmations can be sent to your guests in your group account. Please click on “group registration” and “**registration confirmations**”. The registration team will send no confirmations to your guests.

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## Communication to participants

The following communication will be sent by ECTRIMS directly. No action is required from you.

### Congress account confirmation

If you register persons that do not have a registration account yet, e.g. from previous congress registrations, an email to activate / confirm the account will be sent once you enter the participant to your group registration account. The email contains an activation link that needs to be confirmed within 48h. We will send reminders to participants who did not activate their account shortly before the congress starts.

### Log in instructions and general information

A couple of days before the congress starts an email with log in instructions, practical information and contact details in case of questions will be sent to all registered participants. A copy of this email will be sent to you as well.

### CME Certificate

After the congress, all registered participants will receive an email with the link to the congress survey (mandatory for CME credits) and information on how to download their CME certificate and information on how to access the recordings. A copy will be sent to you.

Due to GDPR regulations, ECTRIMS is not authorised to share delegates' certificates with a third-party, even if the third-party has paid for the registration(s). Should you need to receive your group participants' certificate, you are please asked to contact them directly.

## Recordings

All sessions will be available on demand via the congress platform until 31 December 2021, 23h59 CET.

## Contact

For registration support, please contact ECTRIMS Congress Registration at [registration.ectrims@congrex.com](mailto:registration.ectrims@congrex.com)

Congress Secretariat  
**37th Congress of ECTRIMS**  
13 – 15 October 2021 / The Digital Experience  
[www.ectrims-congress.eu](http://www.ectrims-congress.eu)

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