GROUP REGISTRATION POLICY

Registration Fees (EUR)

<table>
<thead>
<tr>
<th></th>
<th>Early Bird Fee until 24 January 2019</th>
<th>Regular Fee from 25 January to 6 March 2019</th>
<th>Late Fee from 7 March 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCMID member</td>
<td>€ 370</td>
<td>€ 520</td>
<td>€ 650</td>
</tr>
<tr>
<td>Non-member</td>
<td>€ 530</td>
<td>€ 660</td>
<td>€ 800</td>
</tr>
<tr>
<td>Young physician / Scientist member *</td>
<td>€ 175</td>
<td>€ 200</td>
<td>€ 250</td>
</tr>
<tr>
<td>Young physician / scientist non-member*</td>
<td>€ 300</td>
<td>€ 350</td>
<td>€ 400</td>
</tr>
<tr>
<td>Student**</td>
<td>€ 90</td>
<td>€ 125</td>
<td>€ 150</td>
</tr>
<tr>
<td>Nurse ***</td>
<td>€ 90</td>
<td>€ 125</td>
<td>€ 150</td>
</tr>
<tr>
<td>Exhibition Visitor ****</td>
<td>-</td>
<td>-</td>
<td>€ 180</td>
</tr>
<tr>
<td>Day Ticket ****</td>
<td>-</td>
<td>-</td>
<td>€ 375</td>
</tr>
<tr>
<td>Final Programme Book – Printed version</td>
<td></td>
<td>€ 20</td>
<td></td>
</tr>
</tbody>
</table>

* Young physician / scientist: for individuals 35 years of age or younger and for those under 40 years of age upon proof of training status (copy of passport and written confirmation of head of department obligatory)

** Student: copy of student ID required

*** Nurse: proof (employment status) required

**** Day tickets and exhibition visitor tickets are available as from 7 March 2019

The registration fee for participants includes

- Admission to all scientific sessions
- Admission to the industrial exhibition
- Congress bag
- Welcome Ceremony & Welcome Reception
- Public transport within the city of Amsterdam (not included for exhibitors, exhibition visitors and day tickets)

Note: Meals are not included in your registration fee.
Registration Guidelines

In order to proceed with your group registration, please click here, log into our online registration system and click on “group registration”.

First you need to select a package to purchase (please click on “order tickets” for the required amount of registrations). You will receive a confirmation / invoice by email, depending on your payment method.

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” Please note that an individual email address for each participant is required. Once the entry of participant data is completed, the tickets (registration fee etc.) can be allocated to individual participants (click on “Distribution”).

The data must be completed by the fee deadline the tickets correspond to (Early Bird Fee: 24 January 2019, Regular Fee: 6 March 2019) in order to guarantee the respective registration fees. Should you not use the full contingent until the according deadline, the higher fees will apply automatically for all undistributed tickets.

To register your delegates, you will need their individual email address, name, date of birth, institute, city, country, as well as any proofs if you register them in a reduced category.

Please note: When you are registering abstract authors to the congress, the purchased tickets need to be distributed immediately to the respective participants. Make sure that there is a “tick” in the white box next to their names.

Cancellation Policy

- Cancellations received up to and including 23 January 2019: total minus 25% handling fee
- Cancellations received up to and including 8 March 2019: total minus 50% handling fee
- No refund on cancellations after 8 March 2019
- For any name change, we charge a fee of € 50.00

Group Contract

There is the possibility to sign a group contract in the same step as you buy a package (“order tickets”) for a defined number of participants until 24 January 2019 (Early Bird Fee) and 6 March 2019 (Regular Fee). Full payment as well as the signed contract must be received by the according date to validate the contract. “Add participants” will only be available then. The advantage of a group contract is that you have time to enter the participant data until 14 March 2019. Free name changes are also permitted until that date.

For further information please contact eccmidregistation@escmid.org.

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 entire 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 by email 3-4 weeks prior to the congress.