

27th Annual Meeting hotel reservation step-by-step guide

▪ **STEP 1**

Go to the website of the 27th Annual Meeting:

<https://eu.eventscloud.com/ehome/200184494/welcome/?&t=d3c21d717cc60dbe772e7b4d54a9f090>

Select the tab “Organise your attendance” and then click on the tab “Hotel Reservation”.

▪ **STEP 2**

Scroll down and click on the green “HOTEL BOOKING”-button. A new window will open.

	until 31 October 2019
Double room for single use	€ 195
Double room for double use	€ 215
Double room for twin use	€ 215

Room rates are valid for Grand Hotel Dino and Hotel Splendid.

Hotel reservations are available and guaranteed until October 31, 2019 or until the block is filled. After this date, reservations and rates are subject to availability.

All rates indicated are for one standard room for one night, including:

- breakfast
- the local tax of € 1,50 per person per night
- a booking fee of € 10 per night
- applicable VAT

HOTEL BOOKING

Rooms will be assigned on first come, first served basis.

The Operational and Administrative Secretariat cannot give a guarantee on the type of room that will be assigned. To avoid disappointment, it is strongly recommended to book your hotel early.

For upgrades and special requests, please contact the [Operational and Administrative Secretariat](#).

Cancellation Policy

After receipt of the confirmation of the hotel reservation, 100% cancellation costs apply (no refunds).

Cancellations have to be made in writing to the Operational and Administrative Secretariat via [email](#).

A cancelled hotel reservation, can be taken over by another participant (= name change) until Thursday 31 October 2019. This can be done via the modify reservation functionality.
Name changes after 31 October 2019 are subject to a fee of € 100 (excluding VAT).

▪ **STEP 3**

Click on the “NEW RESERVATION”-button to start your reservation for Grand Hotel Dino.



27th Annual Meeting
of the European
Charcot Foundation

21 - 23
November
2019

Grand Hotel Dino
Baveno, Italy



NEW RESERVATION

MODIFY RESERVATION

▪ **STEP 4**

Enter your email address in the required field. Please be aware all communication related to the hotel reservation will be sent to this email address.

For group reservations it is advised to use the email address of the group responsible as the main email address.

This implies all individual delegate registration vouchers will be sent to the group responsible who is responsible for distributing the vouchers among the delegates.

Should you prefer the communication and vouchers to be sent directly to your group delegates, enter the email address of your delegate as the main email address. If you put your email address in the cc email field, you will be copied on all communications.



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MAIN EMAIL ADDRESS (The confirmation of the hotel reservation and the hotel reservation voucher will be sent to this email.)

For individual reservations it is advised to use the email address of the delegate.
For group reservations it is advised to use the email address of the group responsible.

Main Email Address*

Cc Email Address

CONTINUE

Click on the “CONTINUE”-button.

STEP 5

Select the “Yes” or “No”-button as an answer on the first question. In case your answer is yes, complete the different fields about your group.

Complete all the fields (fields with an asterix are required) and confirm your reservation by clicking the green “CONFIRM”- button.

If you do not know the name of the delegates in your group, use dummy values for the required fields (eg. Participant 1).



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* = Required Field

TYPE OF RESERVATION:

Is this reservation part of a group reservation? [\[Clear Selection\]](#)

- Yes
 No

Group name

Name of the group responsible

Email of the group responsible

Confirmation of this reservation will be sent to the main email address specified on the previous page.

GUEST INFORMATION:

You can make use of dummy names if the participants are not yet known.

Title / Salutation* Prof

First Name* Sofie

Last Name* Vandenberg

Gender *[Clear Selection]*
 Male
 Female

Country* Belgium

(Mobile) Phone Number None

Comments

SPECIFIC TERMS AND CONDITIONS:

I accept the [Specific Terms and Conditions](#) *

The personal information provided on this form will be used to process your registration for this annual meeting. Please find the [specific terms and conditions](#) and the [privacy policy](#) on www.seauton-international.com.

CONTINUE

▪ **STEP 6**

You have the possibility to choose the room type, check-in date and check-out date for each delegate.

Complete the required fields and press the "CONTINUE"-button.



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HOTEL SELECTION Grand Hotel Dino
ROOM RATE € 195 Double room for single use
€ 215 Double room for double/twin use

* = Required Field

HOTEL Grand Hotel Dino [\[More Info\]](#)

Room Type *

Check-in Date*

Check-out Date*

Additional Info/Requirements

IN CASE OF DOUBLE/TWIN OCCUPANCY:

First name of second person

Last name of second person

CONTINUE

▪ **STEP 7**

In case you are registering a group and you would like to register another person, select “Yes” when asked “Would you like to make another reservation?”.

Press “CONTINUE”.

▪ **STEP 8**

You can see an overview of the registered delegates. At this stage it is still possible to edit the information of the delegates.

You can also add an extra delegate in the “Add an additional registration” part of the screen. Go back to step 4 and follow the procedure to subscribe all the participants of your group.

If you do not yet know the name of the delegates in your group, use dummy values for the required fields (eg. Participant 1).

Select “CONFIRM RESERVATION” to finalize your reservation.



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Current guest reservations				
Ref #	Name	Email Address	Category	edit delete
217708885	Sofie Vandenbergh	sofie.vandenbergh@seauton-international.com	Hotel reservation	 

CONFIRM RESERVATION

Add an additional reservation

* = Required Field

MAIN EMAIL ADDRESS (The confirmation of the hotel reservation and the hotel reservation voucher will be sent to this email.)

For individual reservations it is advised to use the email address of the delegate.
For group reservations it is advised to use the email address of the group responsible.

Main Email Address*

Cc Email Address

CONTINUE

▪ **STEP 9**

You can print the reservation information and invoice by clicking on the magnifier at the right of each participant name.

As per our Specific Terms & Conditions, all invoices are payable by credit card.

An exception to pay by wire transfer can be requested. (to STEP 10)

Fill out the invoicing information and your credit card details. Click on “MAKE PAYMENT” to finalize your reservation. You will receive a confirmation email once your payment has been finalized.

Your reservation confirmation number and a link to the registration page has been added in the email to make modifications. You can make changes to your group reservation at a later stage (f.e. add or change the names of your group delegates). To re-enter the reservation system at a later stage you will need the email you used to register yourself and the reference number you will receive after registering your group.

Go to step 3 and click on the green “MODIFY REGISTRATION”-button. You will see the same overview as you see in step 8.



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* = Required Field

Name	Email Address	Category	Total	details
Sofie Vandenberg	sofie.vandenberg@seauton-international.com	Hotel reservation	€422.90	Q
Sofie Vandenberg	sofie.vandenberg@seauton-international.com	Hotel reservation	€383.56	Q
Total Selections			€806.46	
VAT			€13.54	
Total			€820.00	

Date	Transaction Amount	Transaction Type	Balance
18/01/2019			€820.00
			€820.00

INVOICING INFORMATION:

Invoicing Name / Company*

Invoicing Contact

Invoicing Address*

Invoicing Address (continue)

Invoicing Zip (postal code)*

Invoicing City*

Invoicing State/Province

Invoicing Country*

PO Number

Terms and Conditions

For the Specific Terms & Conditions, please consult the conference website.
Belgian VAT Treatment: Circular Nb. 33 of 08.11.1978, VAT non-deductible

Please enter your VAT number

VAT Number

Please select your method of payment

Credit Card
Payment by credit card

We accept the following cards



Credit Card Number *

Expiration Date * Month Year

Card Security Code * [What is this?](#)

Cardholder Name * First Name **Sofie**
Last Name **Vandenberg**

Cancellation Policy

After receipt of the registration confirmation, 100% cancellation costs apply. Please consult the conference website for the full Cancellation Policy.

Privacy Policy

We ensure the privacy and safety of your data at all times. Please consult the conference website for our Privacy Policy Regulations.
If you have questions or complaints regarding our Privacy Policy Regulations, please contact us at charcot@seauton-international.com.

MAKE PAYMENT

▪ **STEP 10**

To ask for an exception to pay by wire transfer, abort your registration at the “MAKE PAYMENT”-stage and send an email to the Operational & Administrative Secretariat: charcot@seauton-international.com mentioning the main email address used to make the booking (if different from the email address of the sender of the email).

Your group registration data are saved. However they will only become accessible after the request for payment by wire transfer has been approved by the ECF Operational and Administrative Secretariat. See STEP 6 for the main email address of the group registration.

▪ **STEP 11**

To re-enter your registration record at a later stage, follow STEP 2, STEP 3 and STEP 4. Click the green “MODIFY REGISTRATION”-button in STEP 3.

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NEW REGISTRATION MODIFY REGISTRATION

European Charcot Foundation
Operational and Administrative Secretariat
Vaartdijk 3 - 002 3018 Leuven, Belgium
charcot@seauton-international.com
www.charcot-ms.org
IVA 001 776 49993
VAT BE 0464 882 990

To access and modify your registration record, you will need:

- the main email address you used to register (cfr STEP 4)
- your registration reference number (mentioned in the confirmation email you received after registering your group).

You will see the same overview as you see in STEP 8. You can now modify/update the requested information for each delegate via the blue edit button.

Should you have any questions or need help with your group registration, please do not hesitate to contact the Operational and Administrative Secretariat (charcot@seauton-international.com).