

25th Annual Meeting of the European Charcot Foundation

Specific Terms & Conditions

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ANNUAL MEETING

- These specific terms and conditions govern the 25th Annual Meeting of the European Charcot Foundation.
- The Annual Meeting of the European Charcot Foundation is organised by SEAUTON BVBA with the scientific support of the European Charcot Foundation (BE 0547.995.164).

ANNUAL MEETING REGISTRATIONS

- The registration includes:

- * Admittance to the 25th Annual Meeting sessions and all satellite symposia
 - * Admittance to the poster area
 - * Admittance to the welcome cocktail
 - * All lunches & coffee breaks on Thursday, Friday and Saturday
 - * The meeting booklet and badge
 - * Access to the European Charcot Foundation mobile application
 - * Access to the digital repository of the lectures (if accepted by the speaker) until the period announced on the ECF website.
- The lunches represent a value of €40, coffee breaks €15.
 - The welcome cocktail is available on a first-come, first-served basis. Pre-registration is mandatory (can be done when registering).
 - All fees are in euro, including applicable VAT.
 - The online registration will close on Sunday November 13, 2017, 23:59 (GMT +01h00). After that date, the on-site registration fee is valid.
 - The number of places available for the 25th Annual Meeting is limited. Registration will be done on a first come, first serve basis.
 - Please note that in order to pick-up the badge, the entrance ticket (with barcode) or passport/ID of the delegate must be shown. For group pick-ups, the person picking up the badges must show a passport/ID and provide a phone number, where they can be reached for any questions arising after the pick-up of the badges.
 - Young investigators are born in 1982 or after and can be asked to show a copy of their identity card or passport when picking up their badge at the registration desk.
 - The following information will be requested for each delegate when registering
 - o Gender
 - o Title
 - o E-mail address
 - o First Name
 - o Last Name
 - o Organisation/company
 - o Street (not obligatory)
 - o Postal Code (not obligatory)
 - o City (not obligatory)
 - o Country
 - o Telephone (not obligatory)
 - o Mobile phone (not obligatory)
 - o Discipline: choose one of the following options:
 - General Neurologist
 - Neurologist - MS Specialist
 - Medical Doctor
 - Neurologist in training
 - Rehabilitation practitioner
 - None of the above
 - o Category: choose one of the following options:
 - Researcher or Clinical Practitioner

- Industry
- (PhD) Student
- Institution (fe. NGO, non-profit,...)
- Government (public authorities)
- other
- Where do you know the European Charcot Foundation from?
- Describe any educational needs/questions to the faculty (not obligatory)
- Main reason to attend:
 - education&training
 - networking
 - other
- I would like to attend the welcome cocktail (YES/NO)
- Email address
- Permission to contact options (see permission to contact)

ANNUAL MEETING REGISTRATION FEES

Prices incl. applicable VAT (rounding differences might occur when registering)	Early bird until 31 July 2017	Regular fee 1 August - 13 November 2017	On-site fee as from 14 November 2017
Meeting Delegate Package	€ 700	€ 800	€ 900
Young Investigators with poster	/	/	€ 250
Young Investigators without poster	€ 550	€ 650	€ 800

INDIVIDUAL ANNUAL MEETING REGISTRATIONS

- Individual Annual Conference Registrations should be made online and are only payable by credit card.
- The registration cannot be shared by two or more participants. As such, only the participant whose name appears in the registration file may pick up the badge onsite and no substitutions will be allowed once the badge has been picked up.

Exemption from paying the registration fee for Young Investigators (=free registration)

- Young Investigators (Delegates born in 1982 or after) are exempt from paying the registration fee (Early Bird or Regular) on the following conditions:
 - that they are accepted to present a poster
 - are present during the 25th Annual Meeting of The European Charcot Foundation.
 - they register before November 14, 2017
- In the event the poster abstract has been rejected, Young Investigators can decide to either cancel their registration free of charge or confirm the registration by paying the applicable registration fee.
- As from November 14, 2017, an on-site registration fee of €250 is applicable.

- Young Investigators willing to benefit from this free registration should explicitly mention they will be present during the 25th Annual Meeting when uploading their abstract to the PCO Secretariat.
- The promotional code to use when registering is YIPROMO345.

GROUP ANNUAL MEETING REGISTRATION (REGISTER A GROUP)

- If you are making a booking for somebody else or for more than one person (including yourself), you are considered the group responsible and you can 'REGISTER A GROUP'.
- One invoice will be created for the entire group.
- The group registration is only valid after the full payment for the group registration has been received. Payment can be done by credit card or wire-transfer.
- The early-bird rate will only apply to participants whose payment is received by the PCO Secretariat no later than within 7 days after July 31, 2017. After this date, the participants will be charged at the regular rate.
- Every group delegate requires a personal e-mail address, double e-mail addresses will not be accepted.

HOTEL RESERVATIONS

Room type (rounding differences might occur when registering)	Room rates per night	
	for bookings made before August 1, 2017	for bookings made between August 1 and October 26, 2017
Double room for single use	€ 180,00	€ 190,00
Double room for double use	€ 200,00	€ 210,00
Twin room for double use	€ 200,00	€ 210,00

- All rates indicated are for one standard room for one night, including breakfast and including:
 - o the local tax of €1,50 per person per night
 - o a booking fee of €10 per night
 - o applicable VAT.
- For upgrades and special requests, please contact the PCO Secretariat via charcot@seauton-international.com.
- Rooms will be assigned on first come, first serve basis and the number of rooms is limited.

- The PCO cannot give a guarantee on the type of room that will be assigned. To avoid disappointment, we strongly recommended to book your hotel reservation early.

INDIVIDUAL HOTEL RESERVATIONS

- Each hotel reservation has to be linked to a registration for the 25th Annual Meeting. In the event hotel reservations are made not being part of a registration for the 25th Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.
- Individual reservations can be done via the via the tool accessible via the conference website.
- Payment is only possible via credit card.

GROUP HOTEL RESERVATIONS

- The Group Responsible can make a hotel only reservation via the tool accessible via the conference website.
- Payment is possible via credit card and wire transfer.
- Each hotel reservation has to be linked to a registration for the 25th Annual Meeting, except for the group guide. In the event hotel reservations are made not being part of a registration for the 25th Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.
- The early-bird rate will only apply to participants whose payment is received by the PCO Secretariat no later than within 7 days after July 31, 2017. After this date, the hotel reservations will be charged at the regular rate.

POSTER PRESENTATIONS

- To present a poster, abstracts, requesting for poster presentation should be uploaded via the available link on the website of the European Charcot Foundation before Friday September 22, 2017.
- All submitted abstracts will be screened and considered for poster presentation by the Scientific Committee of the European Charcot Foundation which will send a notification regarding acceptance or rejection of abstracts to the submitting author by October 16, 2017 via e-mail.
- The submission criteria regarding the abstract and poster, as explained on the European Charcot Foundation website, must be respected to qualify for a poster presentation.
- Accepted abstracts will be published on the website of the European Charcot Foundation.
- Submitted posters will be uploaded in the Annual Meeting Mobile Application and be displayed in the poster area of the Annual Meeting.
- Accepted abstracts can be presented at the live stream audience via a booth, available on the conference lobby. Investigators will receive the digital recording of this presentation.

YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION

- Delegates of 35 years or younger (born in 1982 or after) that submit a poster automatically participate to the Young Investigators Award.
- Delegates born before 1982 that submit a poster are not eligible to participate in the Young Investigators Awards.
- In order to be eligible for the Young Investigator Awards, the Young Investigator should be present at the poster viewing session during the 25th Annual Meeting.
- The applicable procedure for the Young Investigator Awards can be found on the European Charcot Foundation website.

TRAVEL GRANTS FOR YOUNG INVESTIGATORS

- The European Charcot Foundation offers a maximum of 40 Travel Grants to Young Investigators.
- Only Young Investigators that participate at the Young Investigator Awards are eligible for these Travel Grants. These Travel Grants may cover:
 - o hotel accommodation (2 nights incl. breakfast and wifi, up to a maximum of €200 per night)
 - o travel expenses up to €500 (flight, train, taxi)
- To apply, a short résumé (1/2 page), motivation and a copy of the passport should be submitted in the online travel grant application platform, accessible via the conference website.

CANCELLATION POLICY

After receipt of the confirmation of the individual or group registrations and/or hotel reservation, 100% cancellation costs apply (no refunds).

Cancellations have to be made in writing to the PCO Secretariat via charcot@seauton-international.com.

A cancelled individual or group registration or a cancelled hotel reservation, can be taken over by another participant (= name change) until Sunday November 12th, 2017. After this date, name change fee of € 50 including 21% VAT is applicable.

Special cases:

- In the event an abstract has been rejected, Young Investigators born after 1982 can decide to either cancel their registration free of charge and get refunded or confirm their registration by paying the registration fee as mentioned on the invoice. The hotel reservation can be cancelled upon payment of a cancellation fee of €120 including 21% VAT.
- For Investigators born before 1982 the standard cancellation policy applies.

NAME CHANGES

- Name changes (for individual and group registrations and hotel reservations) are accepted until Sunday November 12th, 2017. After this date a name change fee of € 50 including 21% VAT is applicable.

Requests for changes have to be made in writing to the PCO Secretariat via charcot@seauton-international.com.

PHOTOS AND VIDEO

- Delegates agree that the European Charcot Foundation may use any photos taken in conjunction with the Annual Meeting in an unlimited manner for promotional purposes of the European Charcot Foundation and its activities on the European Charcot Foundation website and in European Charcot Foundation Publications without any compensation to the delegate.
- Delegates agree that the European Charcot Foundation may use any video recordings taken in conjunction with the Annual Meeting in an unlimited manner for scientific educational purposes of the European Charcot Foundation and its activities on the European Charcot Foundation website and in European Charcot Foundation Digital Material without any compensation to the delegate.

PERMISSION TO CONTACT

- Delegates will be contacted by the PCO secretariat with regards to their registration to the 25th Annual Meeting (registration and hotel confirmation, program updates, mobile application information, certificate of attendance, ...).
- The PCO secretariat will not contact group delegates with regards to their registration to the Annual Meeting. The PCO secretariat will only contact group delegates with regards to the possibility to download and use the European Charcot Foundation Mobile Application and the procedure to obtain the certificate of attendance (accreditation).
- Delegates names (first and last name) will be made visible in the Annual Meeting mobile app.
- When registering to the 25th Annual Meeting of the European Charcot Foundation, participants can agree (opt-in):
 - to receive email communications from the European Charcot Foundation to be informed about its Annual Meetings and other activities.

- that their email address and other contact information may be shared on the European Charcot Foundation mobile app, an application developed to distribute and share educational material.
- that their contact information may be shared with the partners or supporting organizations for the purpose of providing them information regarding MS products or services or sending them by-invitation only special events or Satellite Symposia.
- The PCO secretariat (charcot@seauton-international.com) can be contacted when delegates wish to delete or modify the registered information.

PAYMENT POLICY

- Registrations are only valid once full payment is received by the PCO Secretariat. Priority to activities with limited capacity will be given to those who have paid in full.
- All invoices issued must be paid before the Annual Meeting. All amounts are in euro. Payments can be made by credit card through a secured page on the Meeting website or bank transfer (for groups only).
- Invoices that will be paid via wire transfer are payable within 30 days from the invoice date.
- Outstanding amounts will be collected at the on-site rate. When registering at the Welcome and Hospitality Desk, please bring a copy of your proof of payment in the event your registration fees were not credited to the Meeting account. A credit card and signature may be required as guarantee of payment.
- All charges for payment transactions are the responsibility of the participant and should be paid at source in addition to the registration fees.
- Invoices are only sent by email.
- Special requests for the processing of the invoice should kindly be submitted in writing to the PCO Secretariat. For the reissuing of invoices €120,00 (incl. VAT) will be charged.

ONLINE PAYMENTS

Online payments are accepted by:

- Credit Card: Visa, MasterCard or American Express
- Debit Card: Bancontact or Mister Cash

PAYMENT BY BANK TRANSFER (only accepted for group bookings)

- Payment by bank transfer must be received by the Registration Secretariat before 13 November 2017, 23:59 (GMT +01h00) to ensure payments are credited before the Meeting.
- As from Monday 14 November 2017 payment by wired bank transfer is still possible although a proof of payment will be requested before the start of the event.
- Bank transfer must be in euros and made out to: SEAUTON BVBA
Institution: BANK J. VAN BREDA AND CO NV
Address: MECHELSESTEENWEG 147, 3020 HERENT, BELGIUM
BIC/Swift: JVBA BE 22
IBAN: BE89 6451 2078 9485
Account: 6451 2078 9485
Beneficiary: 25th Annual Meeting
The following information must be provided:
 - Full name of participant
 - City, province/state and country of participant
 - Invoice number

LIABILITY

- The participant acknowledges that he/she has no right to lodge damage claims against the organizers should the holding of the annual meeting be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the non-appearance of speakers or other reasons necessitate program changes.
- Should technical reasons beyond the control of the organisers make any changes necessary, they cannot be held responsible.
- Belgian law shall apply and place of jurisdiction will be Leuven.

VALIDITY

- If one or more provisions of this Specific Terms & Conditions is found to be invalid, illegal or unenforceable (in whole or in part), the remainder of the provision and of this Specific Terms & Conditions shall not be affected and shall continue in full force and effect as if the invalid, illegal or unenforceable provision(s) had never existed.