

# 27th Annual Meeting of the European Charcot Foundation

## Specific Terms & Conditions

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### ANNUAL MEETING

- These Specific Terms & Conditions govern the 27th 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 27th Annual Meeting sessions and all Satellite Symposia
  - Admittance to the poster area

- Admittance to the Scientific Networking Cocktail
- All lunches & coffee breaks on Thursday, Friday and Saturday
- The meeting booklet and badge
- Access to the European Charcot Foundation mobile application
- A one year subscription to ECF eLearning platform, including access to the digital repository of the lectures (if accepted by the speaker).
- The lunches represent a value of €40, coffee breaks €15, scientific networking cocktail €30.
- The scientific networking 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 number of places available for the 27th Annual Meeting is limited. Registration will be done on a first come, first served basis.
- Please note that in order to pick-up the badge, the registration voucher (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 he/she can be reached on in case questions arise after the pick-up of the badges.
- Young investigators are born in 1984 or after and can be asked to show a copy of their identity card or passport when picking up their badge at the Registration & Hospitality Desk.
- The following information will be requested for each delegate when registering:  
Obligatory information:
  - Main Email Address\*
  - Title
  - First Name
  - Last Name
  - Organisation/Institution/Company
  - Country
  - Type: choose one of the following options:
    - Researcher and/or Clinical Practitioner
    - Institution (fe. NGO, public authority, non-profit, government, ...)
    - Industry
  - Discipline: choose one of the following options:
    - General Neurologist
    - Neurologist - MS Specialist
    - Neurologist in training
    - Medical Doctor
    - Paramedical Professional (possibility to specify)
    - Industry / Institution Representative
  - Acceptance of the Terms & Conditions
  - Confirmation to attend the Scientific Networking Cocktail

Not obligatory:

- Gender
- Street & number
- Zip or postal code
- City

- (Mobile) telephone
- Delegate email address\*
- Where do you know the European Charcot Foundation from? Choose one of the following options:
  - From printed/online publications and media
  - I attended previous Annual Meetings
  - From my professional environment
  - The presence of ECF at other events
  - ECF Newsletters
  - ECF website
- Main reason to attend:
  - Education and Training
  - Networking
  - Education, Training and Networking
- Permission to contact options (see Privacy Policy)

\* Main email address: all communication related to the registration (f.e. confirmation of registration, registration voucher, survey, certificate of attendance) will be sent to the main email address.

For individual registrations it is advised to use the email address of the delegate as the main email address.

For group registrations it is advised to use the email address of the group responsible as the main email address so that all communication related to the registration is sent to the group responsible who is responsible for distributing the communications among the group delegates. Should the group responsible prefer all communications to be sent directly to the group delegates, it is advised to enter the email address of the delegate as the main email address and to enter the group responsible email address in the cc email field, in which case the group responsible will be copied on all communications.

## ANNUAL MEETING REGISTRATION FEES

Prices incl. applicable VAT (rounding differences might occur when registering)	<b>Early Bird Fee</b> until 15 May 2019	<b>Regular Fee</b> 16 May until 31 October 2019	<b>Onsite Fee</b> as from 1 November 2019
Meeting Delegate Package	€ 700	€ 800	€ 900
Young Investigator* with poster	€ 150**	€ 200**	€ 250
Young Investigator* without poster	€ 550	€ 650	€ 800

\* Young Investigators are born in 1984 or after.

\*\* Free registration for the first 40 Young Investigator registrations if presenting a poster.

## INDIVIDUAL REGISTRATIONS ANNUAL MEETING

- Individual Annual Meeting 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 1984 or after) are exempt from paying the registration fee on the following conditions:
  - o that they are accepted to present a poster
  - o are present during the 27th Annual Meeting of The European Charcot Foundation.
  - o they register before 31 October 2019
  - o they are among the first forty Young Investigators registering
- 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 1 November 2019, an onsite registration fee of € 250 is applicable.
- Young Investigators willing to benefit from this free registration should explicitly mention they will be present during the 27<sup>th</sup> Annual Meeting when uploading their abstract to the PCO Secretariat.
- The promotional code to use when registering is YI2019POSTER.

## GROUP REGISTRATION ANNUAL MEETING (REGISTER A GROUP)

- If you are making a registration for more than one person, you can make use of the option to make a group registration.
- Group Annual Meeting Registrations should be made online and are available until Thursday 31 October 2019.
- One invoice will be created for the entire group.
- Invoices are payable by credit card. An exception to pay by wire transfer can be requested.
- The group registration is only valid after the full payment for the group registration has been received.
- The Early Bird Fee will only apply to participants whose payment is received by the Operational and Administrative Secretariat by 15 May 2019. After this date, the participants will be charged at the Regular Fee.
- The Regular Fee will only apply to participants whose payment is received by the PCO Secretariat before 1 November 2019. As from 1 November 2019, the participants will be charged at the Onsite Fee.

## HOTEL RESERVATIONS

Room type (rounding differences may occur when registering)	Room rates per night for bookings until 31 October 2019 (or until the room block is filled)
Double room for single use	€ 195,00
Double room for double use	€ 215,00
Double room for twin use	€ 215,00

- 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.
- For upgrades and special requests, please contact the PCO Secretariat via [charcot@seauton-international.com](mailto:charcot@seauton-international.com).
- Rooms will be assigned on first come, first served 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, it is strongly recommended to book your hotel early.

## INDIVIDUAL HOTEL RESERVATIONS

- Each hotel reservation has to be linked to a registration for the 27th Annual Meeting. In the event hotel reservations are made not being part of a registration for the 27th Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.
- Individual reservations have to be made online via the Annual Meeting website.
- Payment is only possible by card.

## GROUP HOTEL RESERVATIONS

- Group reservations have to be made online by the group responsible via the Annual Meeting website.
- Payment is possible by card. An exception to pay by wire transfer can be requested.
- Each hotel reservation has to be linked to a registration for the 27th Annual Meeting, except for the group responsible. In the event hotel reservations are made not being part of a registration for the 27th Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.

## POSTER PRESENTATIONS

- To present a poster, abstracts, requesting for poster presentation should be uploaded via the available link on the Annual Meeting website by Friday 13 September 2019.
- 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 Friday 4 October 2019 via email.
- The submission criteria regarding the abstract and poster, as explained on the Annual Meeting website, must be respected to qualify for a poster presentation.
- Accepted abstracts (and posters) will be published on the Annual Meeting website and 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 to the live stream audience. Investigators will receive the digital recording of this presentation.

## YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION

- Delegates of 35 years or younger (born in 1984 or after) that present a poster automatically participate in the Young Investigator Awards.
- Delegates born before 1984 that present a poster are not eligible to participate in the Young Investigator Awards.
- In order to be eligible for the Young Investigator Awards, the Young Investigator should be present at the poster viewing sessions during the 27th Annual Meeting.
- The applicable procedure for the Young Investigator Awards can be found on the Annual Meeting 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 in the Young Investigator Awards are eligible for these Travel Grants. These Travel Grants may cover:
  - hotel accommodation (2 nights incl. breakfast and wifi, up to a maximum of € 200 per night)
  - travel expenses up to € 500 (flight, train, taxi)
- The possibility to apply for a Travel Grant is presented when registering as a Young Investigator with poster. To apply for a Travel Grant, the applicant should tick the corresponding box and upload a short résumé (1/2 page), a motivation and a copy of the passport or ID. Applications will only be considered when complete.

## CANCELLATION POLICY

After receipt of the email 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](mailto: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 Thursday 31 October 2019. After this date, a name change fee of € 100 excluding VAT is applicable.

Special cases:

- In the event an abstract has been rejected, Young Investigators born after 1984 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 € 100 excluding VAT.
- For Investigators born before 1984 the standard cancellation policy applies.

## NAME CHANGES

- Name changes (for individual and group registrations and hotel reservations) are accepted until Thursday 31 October 2019. After this date a name change fee of € 100 excluding VAT is applicable.
- Name change are possible via the “modify registration”-button. The registration main email address and reference number are required.

Requests for changes after Thursday 31 October 2019 have to be made in writing to the PCO Secretariat via [charcot@seauton-international.com](mailto: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 27th Annual Meeting (registration and hotel confirmation, programme updates, mobile application information, certificate of attendance, ...) via the main email address provided with their registration.
- The PCO secretariat will not contact group delegates individually unless their email address has been provided as main email address.
- Delegates names (first and last name), function, organization and country will be made visible in the Annual Meeting mobile app.
- When registering to the 27th 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 contact information may be shared with the partners or supporting organizations for the purpose of providing information regarding MS products or services or sending invitations for special events or Satellite Symposia.
- The PCO secretariat (charcot@seauton-international.com) can be contacted when delegates wish to consult, modify or delete 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 Annual Meeting website or bank transfer (by exception).
- Invoices that will be paid via wire transfer are payable within 30 days from the invoice date or,:
  - in case of the early bird rate, before 15 May 2019
  - in case of the regular rate, before 31 October 2019
  - at least 7 days before the start of the Annual Meeting,whichever comes first.  
The invoice number and registration/booking reference number should be mentioned as payment reference.
- Outstanding amounts will be collected at the onsite rate.
- When registering at the Registration 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, €100,00 (excluding VAT) will be charged.

## ONLINE PAYMENTS

Online payments are accepted by:

- Credit Card: Visa, MasterCard, American Express and Maestro

## PAYMENT BY BANK TRANSFER (only accepted for group bookings)

- Invoices paid via wire transfer are payable within 30 days from the invoice date or,:
  - o in case of the early bird rate, before 15 May 2019
  - o in case of the regular rate, before 31 October 2019
  - o at least 7 days before the start of the Annual Meeting, whichever comes first.
- Bank transfer must be in euros and made out to:  
Beneficiary: SEAUTON BVBA  
Bank name: BANK J. VAN BREDA AND CO NV  
Bank address: MECHELSESTEENWEG 147, 3020 HERENT, BELGIUM  
BIC/Swift: JVBA BE 22  
IBAN: BE89 6451 2078 9485  
Bank account number: 6451 2078 9485  
Bank account owner: Seauton  
Payment reference:
  - o Invoice number
  - o Registration/booking reference 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 programme 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.