

Specific Terms & Conditions 22nd Annual Conference of Rehabilitation in Multiple Sclerosis VZW, 4 – 6 May 2017, Barcelona

These specific terms and conditions govern the 22nd Annual Conference of Rehabilitation in Multiple Sclerosis. This 22nd Annual Conference is organised by SEAUTON BVBA, Vaartdijk 3, box 002 - 3018 Leuven – Belgium, VAT ID nr. BE 0464 882 990, rims@seauton-international.com upon assignment by Rehabilitation in Multiple Sclerosis VZW (RIMS VZW, www.eurims.org, University Hasselt, Agoralaan, Building A: BIOMED/REVAL, 3590 Diepenbeek, Belgium

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Registration Fees

Fees including applicable VAT

	Early bird registration fee until Friday 17 February 2017	Late registration fee Saturday 18 February – Friday 21 April 2017	On-site registration fee as from Saturday 22 April 2017 (no-online registration)
Conference Delegate	€380	€530	€570
Conference Delegate RIMS-member	€250	€400	€430
Teaching Course	€50	€70	€80
RIMS Networking Diner	€55	€60	€70
Welcome Cocktail	Complimentary – pre-registration mandatory	Complimentary – pre-registration mandatory	Complimentary – pre-registration mandatory
SIG's	Complimentary - pre-registration mandatory	Complimentary - pre-registration mandatory	Complimentary - pre-registration mandatory

Conference Delegate Registration

- The Conference Delegate Registration includes:
 - * Admittance to the 22nd Annual Conference sessions and satellite symposia (Friday 5th May and Saturday 6th May 2017)
 - * Admittance to the poster area
 - * All lunches & coffee breaks on Friday and Saturday
 - * The meeting folder and an individual badge
 - * Access to the final program
- The lunches represent a value of €30, coffee breaks €10.
- All fees are in euro, including applicable VAT.
- The number of places available for the 22nd Annual Conference is limited to 450. 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.

Individual Annual Conference Registrations

- Individual Annual Conference Registrations should be made online and are available until Friday 21 April 2017. After that, only on-site registrations are possible.

- 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.

RIMS-member

- Participants are RIMS members if their respective organisation is a RIMS member at the time of registration.
- Proof of membership will be requested when registering (Membership ID).
- Maximum six participants per Member Center can register at the reduced fee. **A promotional code will be communicated to each Member Center.**

Group Annual Conference Registrations

- Group registrations are allowed as from 2 persons and **can be made until Friday 7 April 2017**. No group registrations are possible after this date.
- 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.
- The early-bird rate will only apply to participants whose payment is received by the PCO Secretariat no later than within 7 days the deadline. After this date, the participants will be charged at the regular rate.
- **To register a group:**
 - **Step 1:** send an email to the PCO secretariat (rims@seauton-international.com). The email should contain the following information:
 - Mention the group name in the subject line of the email
 - Mention the number of registrations you need (**Conference Delegate, Conference Delegate RIMS Member, Teaching Course, RIMS Networking Diner, Welcome Cocktail, SIG's**) – you will receive an invoice for that number of registrations and a Group Code to be used in the online group registration.
 - Mention the exact and full Invoice address and PO number
 - Mention the name and full contact details (including email) of the group responsible
 - **Step 2:** A a reply to this email, the group responsible will receive an invoice for the number of registrations to be paid by bank transfer (from: accounting@seauton-international.com).
 - **Step 3:** The group responsible pays the invoice.
 - **Step 4:** Once payment has been executed, the group responsible asks for to receive a Group Code to the Secretariat (rims@seauton-international.com) that enables the group responsible to register the group delegates in the online system accessible via the conference website www.rims2017-barcelona.com.

- **Step 5:** The group responsible uploads, before Friday 21th April, once all group delegates' information has been collected, all group delegates at once in the online registration platform. A short guide on how to input your group delegates in the online system (after you have paid the invoice and received your Group Code) can be downloaded: **Click HERE to download the short guide on how to input your group delegates.**
 - The following obligatory information will be requested for each group delegate when registering the delegates via the online tool:
 - Title
 - Gender
 - First Name
 - Last Name
 - Organisation/company
 - Street
 - Postal Code
 - City
 - Country
 - Category, choose: - Researcher or Clinical Practitioner, Industry, (PhD) Student, Institution (fe. NGO, non-profit,...), Government (public authorities), other
 - Email address
 - Permission to contact options (see permission to contact)
 - Every group delegate requires a personal e-mail address, double e-mail addresses will not be accepted.
- **Step 6:** the group responsible should send an email to the PCO secretariat by 21th April 2017 the latest, to indicate the name of the person that will pick up the Annual Meeting material or indicate that the individual group delegates.

Teaching Course Registration

- Teaching Courses are organised at Cemcat (MS Centre of Catalonia) and the Guttman Institute. www.cem-cat.org www.guttman.com
- When completing an Individual or Group Annual Conference Registrations, participation to a teaching course can be purchased.
- **It is obligatory to purchase an Annual Conference Registration to be able to register for a Teaching Course.**
- The Teaching Course Registration includes meeting materials, lunch and coffee breaks.

Special Interest Groups - SIG's Registration

- Admittance to a SIG is complimentary to all Conference Delegates.
- Pre-registration is mandatory.
- Participation to a SIG is available on a first-come, first-served basis.

- It is obligatory to purchase an Annual Conference Registration to be able to register for a SIG Meeting.

Welcome Cocktail Registration

- Admittance to the welcome cocktail on Thursday 4th May 2017 is complimentary to all Conference Delegates.
- Pre-registration is mandatory.
- The welcome cocktail is available on a first-come, first-served basis.
- The welcome cocktail represents a value of €40.

RIMS Networking Diner Registration

- When completing an Individual or Group Annual Conference Registrations, participation to the RIMS Networking Diner can be purchased.
- It is obligatory to purchase an Annual Conference Registration to be able to register for a Teaching Course.

Annual Conference Venue

- The conference will be held at Hotel Alimara, 126 Berruguete, 08035 Barcelona, Spain, +34 934 27 00 00.
- Hotel Alimara is only 20 minutes from Barcelona airport. The metro station across the street from the hotel takes you directly to the city centre.

Hotel Reservation Rates

Room type	Room rates per night for bookings made until Friday 17 February 2017	Room rates per night for bookings made between Saturday 18 February and 21 April 2017
Double room for single use	€115	€125
Double room for double use	€125	€135

- All rates indicated are for one standard room for one night, including breakfast, Wifi, the local tax of €1,21 per person per night and applicable VAT.
- For upgrades and special requests, please contact the PCO Secretariat via rims@seauton-international.com.
- Rooms will be assigned on first come, first serve basis. The PCO cannot give a guarantee on the type of room that will be assigned. To avoid disappointment, it is strongly recommended to book hotel reservation early.

Individual Hotel Reservations

- Each hotel reservation has to be linked to a registration for the Conference. In the event hotel reservations are made not being part of a registration for the Conference, the PCO Secretariat has the right to cancel the hotel reservation.
- Individual reservations can be done via the online reservation tool available on the Conference Website.

Group Hotel Reservations

- Hotel reservations of **2** or more rooms are considered a group. **Email your written request to the PCO secretariat (rims@seauton-international.com).**
- Each hotel reservation has to be linked to a registration for the Conference, except for the group guide. In the event hotel reservations are made not being part of a registration for the Conference, 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 the deadline. After this date, the hotel reservations will be charged at the regular rate.
- **To make a group hotel reservation:**
 - **Step 1:** Email your written request to the PCO secretariat. Please mention the following information in your email:
 - Group name
 - Number of hotel rooms per type (Double room for single use or Double room for double use)
 - Check in date per hotel room
 - Check out date per hotel room
 - Special requirements (like disability, ...)
 - Invoicing details (invoice address, VAT number, PO number (if any))
 - **Step 2:** You will receive an invoice from accounting@seauton-international.com.
 - **Step 3:** You pay the invoice (receipt of payment is confirmation of the booking).
 - **Step 4:** When payment has been executed, you send the completed Group Rooming List to rims@seauton-international.com **by 21 April 2017.**

Abstract Submission

TO BE UPDATED BASED ON CALL WITH PETER

- The presentation of posters is welcome and highly appreciated. Posters are centrally displayed close to the plenary room.
- To present a poster, abstracts, requesting for poster presentation, should be uploaded via the available link on the conference website.

- All submitted abstracts will be screened and considered for poster presentation by the Scientific Committee, which will send a notification regarding acceptance or rejection of abstracts to the submitting author via e-mail.
- The submission criteria regarding the abstract and poster are available on the conference website and must be respected to qualify for a poster presentation.
- Accepted abstracts will be displayed on the conference website.
- Submitted posters will be displayed on the conference website after the conference.

- Deadlines

Abstract Submission Deadline	Friday 20th Jan. '17, 23:59 CET
Abstract Submission Feedback	Wednesday 15th Feb. '17
Late Breaking Abstract Submission Deadline	Friday 10th Mar. '17, 23:59 CET
Late Breaking Abstract Submission Feedback	Wednesday 29th Mar. '17

Awards for best poster presentation

TO BE UPDATED BASED ON CALL WITH PETER

Cancellation Policy

- After receipt of the confirmation of the registrations and/or hotel reservation, 100% cancellation costs apply (no refunds).
- Cancellations have to be made in writing to the PCO Secretariat via rims@seauton-international.com.
- A cancelled registration or a cancelled hotel reservation, can be taken over by another participant (= name change) until **Thursday 6th April, 2017**. A name change fee of € 50 including 21% VAT is applicable.

Name Changes

- Name changes (for registrations and hotel reservations) are accepted until **Thursday 6th April, 2017**. 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 rims@seauton-international.com.

Photos and Videos

- Delegates agree that RIMS VZW may use any photos taken in conjunction with the Conference in an unlimited manner for promotional purposes of RIMS VZW and its activities on the RIMS website and in RIMS Publications without any compensation to the delegate.
- Delegates agree that RIMS may use any video recordings taken in conjunction with the Conference in an unlimited manner for scientific educational purposes of RIMS and its activities on the RIMS website and in RIMS 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 Conference (registration and hotel confirmation, program updates, certificate of attendance, ...).
- The PCO secretariat will limit its communication to group delegates.
- Delegates names (first and last name) can be made visible on the conference website
- When registering to the Conference, participants can agree (opt-in):
 - to receive email communications from RIMS to be informed about its activities.
 - 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 (rims@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 Conference. All amounts are in euro. Payments can be made by credit card through a secured page on the conference website or bank transfer (for groups only).
- Outstanding amounts will be collected at the on-site rate. When registering at the Registration Desk, please bring a copy of your proof of payment in the event your registration fees were not credited to the Conference 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 €50,00 (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 PCO secretariat before 19th April 2017 to ensure payments are credited before the Meeting.
- As from 20th April 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: 24th 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 Conference 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.