# GROUP REGISTRATION POLICY

## Registration Fees (EUR)

<table>
<thead>
<tr>
<th></th>
<th>Early Bird Fee until 25 January 2018</th>
<th>Regular Fee from 26 January to 1 March 2018</th>
<th>Late Fee from 2 March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESCMID member</td>
<td>€ 360</td>
<td>€ 510</td>
<td>€ 630</td>
</tr>
<tr>
<td>Non-member</td>
<td>€ 505</td>
<td>€ 625</td>
<td>€ 745</td>
</tr>
<tr>
<td>Young physician / Scientist member *</td>
<td>€ 175</td>
<td>€ 175</td>
<td>€ 175</td>
</tr>
<tr>
<td>Young physician / scientist non-member*</td>
<td>€ 275</td>
<td>€ 325</td>
<td>€ 375</td>
</tr>
<tr>
<td>Student**</td>
<td>€ 90</td>
<td>€ 110</td>
<td>€ 130</td>
</tr>
<tr>
<td>Nurse ***</td>
<td>€ 90</td>
<td>€ 110</td>
<td>€ 130</td>
</tr>
<tr>
<td>Day Ticket (only on-site)</td>
<td>-</td>
<td>-</td>
<td>€ 375</td>
</tr>
</tbody>
</table>

* Young physician / Scientist: Young physicians/scientists, born in 1981 or later (copy of passport and written confirmation of head of department obligatory)

** Student: copy of student ID required

*** Nurse: Proof (employment status) required

### The registration fee for participants includes

- Admission to all scientific sessions
- Admission to the industrial exhibition
- Congress bag
- Final Programme
- Welcome Ceremony & Welcome Reception
- Public transport within the city of Vienna (21 – 24 April 2018)

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 “buy contingent” 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: 26 January 2017, Regular Fee: 2 March 2017) 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.

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 25 January 2018: total minus 25% handling fee
- Cancellations received up to and including 16 March 2018: total minus 50% handling fee
- No refund on cancellations after 16 March 2018
- For any name change, we charge a fee of € 50.00

Group Contract

There is the possibility to sign a group contract where you buy a package (“buy contingent”) for a defined number of participants until 25 January 2018 (Early Bird Fee) and 1 March 2018 (Regular Fee). Full payment must be completed by the according date to validate the contract. “Add participants” will be available as soon as the full payment and the signed contract has been received. The advantage of a group contract is that you have time to enter the participant data until 13 March 2018. Free name changes are also permitted until that date.
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.