GROUP REGISTRATION FORM

1. The group registration process is valid for a minimum of 10 delegates.
2. In order to facilitate your group registration, please fill out this form and return by email to: reg_espid18@kenes.com
3. In order to benefit from the reduced group registration fees, payments must be paid prior to the below deadlines.
4. Please send the final name list no later than 4 weeks prior to the Congress. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until 2 weeks prior to the Congress (up to 15% of the participants’ names). After this date, any name change will be subject to EUR 30 charge per name.
6. Onsite group registration pick-up for groups leaders will be available upon request.
7. Payment is accepted by credit card or bank transfer. Credit card payment is subject to additional 4% commission.
8. Cancellation policy: Refund of registration fee will be as follows:
   Note! Refunds for groups will be processed after the Congress.
   • Cancellations received up to and including 27 March 2018 – full refund
   • Cancellations received between March 28 and May 22, 2018 – 50% refund
   • After May 23, 2018 – no refund will be made
9. Fees for all Meeting participants include:
   • Coffee breaks as indicated in the programme
   • Opening Ceremony and Welcome Reception
   • Bill Marshall Award and Lecture
   • Meet The Professor Sessions, on a first come, first served basis
Participants are offered the opportunity to select one of two registration options based on their meal preferences:
   o Registration with lunch included (buffet style onsite, served according to the Scientific Program)
   o Registration without lunch included (note that there will be light food available for purchase in the exhibition area)

10. Please fill in the below information:

   Company (Group Name): ________________________________

   Booking Agency (if relevant): ________________________________

   Contact Person: ________________________________

   Email: ________________________________
REGISTRATION CATEGORIES

ESPID is proud to take action in the protection of our environment by implementing a number of initiatives aimed at reducing waste and conserving resources at the annual meeting. The elimination of bags, combined with modern solutions such as the meeting app and e-posters are meant to optimize the onsite experience whilst reducing the environmental impact of paper. Join us in our mission to reduce food waste by deciding in advance if you would like for lunch to be included in your registration package.

Registration Fees in EURO (Fees apply to payments received prior to the deadlines):

<table>
<thead>
<tr>
<th></th>
<th>Early Fee</th>
<th>Regular Fee</th>
<th>Onsite Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>until April 11, 2018</td>
<td>from April 12 to May 22, 2018</td>
<td>from May 23, 2018</td>
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<tr>
<td></td>
<td>with lunch</td>
<td>without lunch</td>
<td>with lunch</td>
</tr>
<tr>
<td>ESPID Member*</td>
<td>€ 240</td>
<td>€ 190</td>
<td>€ 370</td>
</tr>
<tr>
<td>Non Member</td>
<td>€ 625</td>
<td>€ 575</td>
<td>€ 725</td>
</tr>
<tr>
<td>Resident/Fellow**</td>
<td>€ 340</td>
<td>€ 290</td>
<td>€ 440</td>
</tr>
<tr>
<td>Student/Nurse**</td>
<td>€ 120</td>
<td>€ 70</td>
<td>€ 190</td>
</tr>
</tbody>
</table>

* ESPID Member: Registration as an ESPID Member is possible only once your membership fees for 2018 are confirmed by the ESPID Membership Department. For more information concerning your membership, please contact: admin@espid.org

** Student/Nurse/Resident/Fellow: in order to benefit from the special fee, a submission of your status confirmation must be uploaded during the registration process.

Group Registration Details:

1. Required registration category:_________________________ No. of Registrations:______
2. Required registration category:_________________________ No. of Registrations:______
3. Required registration category:_________________________ No. of Registrations:______

Total Group Participants:__________
Important Note: Abstract Presenters
In case there are Abstract Presenters among the group delegates please advise the names and abstract numbers in advance in order to guarantee the abstract will remain in the Scientific Programme.

Please mark below accordingly:
☐ There are no abstract presenters in this group
☐ Attached is a list of the abstract presenters in this group

Group Registration Pick-up
Group registration collective pick-up will be available onsite, an appointment must be coordinated in advance. Exact times will be advised prior to the Congress.

Note: in case of group registration pick-up, individual barcode confirmation letters will not be sent to group participants.
We strongly recommend individual pick-up.
Please mark below accordingly:
☐ Group registration pick-up is required
☐ No group pick-up, the delegates will be collecting their registrations individually.

PAYMENT DETAILS

Payment information:

Billing Address (to appear on invoice and receipt): ____________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

VAT number: __________________________

This form was submitted by:

Full Name: ________________________________

On Behalf of (company name): ________________________________

Signature _____________________________ Date ___________________________
Please select a method of payment (credit card or bank transfer):

1. Credit card payment (Credit card payment is subject to additional 4% commission):
I authorize ‘KENES International – Organizers of Congresses’ to charge the below credit card for the amount of: ____________ EUR

Type: Visa / MasterCard / AMEX

Number: ________________________________

Expiration date: ______________________

Name of Card holder: ________________________________

Address (as per Credit card records): ________________________________

Security digits (on the back of the credit card): __________

Signature of Card Holder: ________________________________

2. Bank Transfer Payment:

- Please ensure that the name of the group/paying company are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to the registration fees.

Please make drafts payable in EUR only to:

Account Name: ESPID 2018 Congress, Malmo, Sweden
Bank Details: Credit Suisse Geneva, 1211 Geneva 70, Switzerland
Account Number: 1500934-92-22
IBAN Number: CH03 0483 5150 0934 9202 2
Bank Code: 4835
Swift No: CRESCHZZ80A