GROUP REGISTRATION POLICY

Registration Fees (EUR)

<table>
<thead>
<tr>
<th>Registration Category</th>
<th>Early Bird until 16.07.2020</th>
<th>Regular Fee from 17.07. 2020 until 28.09.2020</th>
<th>On-Site Fee as of 29.09.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESVS Member*</td>
<td>660</td>
<td>830</td>
<td>890</td>
</tr>
<tr>
<td>ESVS Non-Member</td>
<td>920</td>
<td>995</td>
<td>1100</td>
</tr>
<tr>
<td>Trainee &amp; Nurses ESVS Member**</td>
<td>165</td>
<td>285</td>
<td>345</td>
</tr>
<tr>
<td>Trainee &amp; Nurses ESVS Non-Member**</td>
<td>255</td>
<td>375</td>
<td>435</td>
</tr>
<tr>
<td>Accompanying Person***</td>
<td>98</td>
<td>98</td>
<td>155</td>
</tr>
</tbody>
</table>

*The member registration fee is only applicable if your contribution for membership has been paid by 1 August 2020. Please note that if you have not paid or you are not listed on the ESVS membership list, the organisers reserve the right to register you as a non-member and charge the corresponding fee. Are you not a member yet? Apply here [http://www.esvs.org/membership/](http://www.esvs.org/membership/)

** Trainee & Nurses need to provide a proof of status

***Accompanying persons need to provide a proof of status

Guidelines

In order to proceed with your group registration, please log in / create a profile here. If you cannot remember your password, please use the “forgot password” link in the upper right corner of the page. Once logged in, please click on the tab “group registration”. First step is to select a package to purchase (please click on “order tickets” for the required amount of registrations and other tickets if needed). You will receive a confirmation / invoice by email.

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer; a handling fee of 3% is required. A different invoice address can be added separately.

Individual participant’s data can be entered under “add participants”. To register your delegates, you need their individual email address, full name, institute, city and country, as well as a proof if requested for this category. Once the entry of participant data is completed, the tickets (registration fees, educational sessions, etc.) can be allocated to individual participants (click on “Distribution” to allocate the tickets).

The data must be completed by **16 July 2020** in order to guarantee the lower registration fees. Should you not use the full contingent until this deadline, the higher fees will apply automatically.
Group Contract

There is the possibility to sign a group contract where you buy a package ("order tickets") for a defined number of participants until 16 July 2020. Full payment must be completed by that date to validate the contract. “Distribute” will be available as soon as full payment and the signed contract have been received (latest 16 July 2020). The advantage of a group contract is that you have time to enter the participant data until 12 August 2020. Free name changes are also permitted until that date.

For further information please contact registration.esvs@congrex.com.

Cancellation Policy

All cancellations must be electronically mailed to registration.esvs@congrex.com. Refund of registration fees will be as follows:

- Cancellations (in writing) received up and including 25 August 2020: minus 25% handling fee
- No refund on cancellations after 25 August 2020, even if due to Visa rejection, illness etc.
- For any change of names, a fee of € 50 will be charged (except you have a group contract)

If you do a no-name group contract, the following cancellation policy of the contract applies:

- Up to 25 August 2020, 60 percent of the Client’s deposit shall be forfeited in favour of ESVS 2020.
- As from 26 August 2020, the full deposit shall be retained.
- Name changes are free of charge until 12 August 2020 (no-name deadline). Afterwards they will be charged with € 50 per change.

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 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 3-4 weeks prior to the congress.