



## Terms & Conditions Registration EACR25

### Insurance

Under no circumstances, including the cancellation of the meeting, do the EACR, the organisers of EACR25, accept liability for individual medical, travel or personal costs. You are strongly advised to take out insurance to cover these costs in the event that you are unable to attend the meeting.

### Language and Translation

The official language of the Congress is English. Presentations will be delivered in English and no translation service will be provided.

### Certificate of Attendance

You will be able to download a Certificate of Attendance after completing a short online survey immediately after the Congress. You will need your unique and individual 'badge code', printed on your Congress badge, to download your Certificate of Attendance.

### Confirmation of Registration

Upon finalising your online registration and completing payment, you will receive an immediate e-acknowledgement & confirmation of all registration details.

Approximately two weeks before the Congress you will receive an email including all updated and important information as well as clear joining instructions. This email will have a barcode and should be printed and taken with you for fast access to the Congress upon arrival in Amsterdam.

If you do not receive your registration confirmation within the timeline mentioned above, please contact the Registration Customer Service Team via [eacr25@covr.be](mailto:eacr25@covr.be)

### Letter of invitation – Visa Letter

A letter of invitation will be available to registered participants once registration fees have been paid. This 'Visa Letter' can be directly downloaded on the online EACR25 Congress Portal, using the link on the Registration page.

This letter is made available specifically to assist participants to obtain travel funds, appropriate visas, and or absence approvals. It does not imply a commitment on the part of the organisers to provide any support, financial or otherwise.

### Transportation

No official shuttle bus or transportation is arranged nor included in the registration fees. For access information to the RAI, the venue for EACR25, please visit: <http://eacr25.org/venue>.

### Lunch and Refreshments

- Daily morning and afternoon coffee/ tea breaks are scheduled in the poster/exhibition area (Hall 3) and are included in the registration fees.
- An Exhibitors' Reception is scheduled on Saturday 30 June 2018 from 18:30 – 20:00. All registered participants are invited to attend.
- Light lunch snacks and finger food items will be offered in the Exhibition/ Poster area (Hall 3) on Saturday, Sunday and Monday lunch times.
- In addition, concession lunch stands are available in the Exhibition/ Poster Hall as well as in the RAI Foyer areas for delegates to purchase lunch and refreshments during the opening hours of the Congress.
- Water dispensers will be available throughout the Congress facilities.



### **Accommodation**

Registration fees do not include hotel accommodation. To make your hotel bookings the EACR recommends booking through the official accommodation agent RAI Hotel and Travel Support. Please visit the accommodation page for more information and to make reservation:

<http://www.eacr25.org/accommodation>.

### **Payment Deadlines and Conditions**

Credit card payment are the preferred method of payment. The following types of credit card are accepted as part of the online registration process: Visa, MasterCard®, and AMEX.

### **Bank Transfers**

Please contact the Registration Customer Service at [eacr25@covr.be](mailto:eacr25@covr.be) if you wish to pay by bank transfer.

If full payment is not received by the corresponding registration deadlines (early or regular or late rate), the subsequent rate automatically applies.

### **Replacements and Cancellation Policies**

All cancellations must be made in writing to the EACR25 Registration Team via email [eacr25@covr.be](mailto:eacr25@covr.be). Cancellation requests received within 14 days of confirmation are free of charge.

Cancellations received after 14 days of purchase and before 23 June 2018 are subject to an administrative charge of 100 EUR.

For cancellations received after 23 June 2018, no refunds will be made.

Replacements (= delegate name change) of a confirmed registration must be made before 23 June 2018 and are subject to a 50 EUR administrative fee.

Reissue of lost badges onsite during the Congress are subject to an administrative charge of 75 EUR.

### **Enquiry for Registration:**

EACR25 Registration & Abstracts Customer Service Team

TEL: + 32 14 21 22 23

Email: [eacr25@covr.be](mailto:eacr25@covr.be)

Office Hours: (Timezone CET 09:00 – 17:00 (weekdays only))