

## ETW 2016 – GENERAL TERMS OF REGISTRATION AND PAYMENT

### The registration fees for the ETW2016 congress include:

- Admission to scientific sessions and the exhibition
- Welcome party
- Oysters and coffee breaks on June 12, 13, 14, and 15
- Lunches on June 12, 13, 14, and 15
- Dinners on June 12, 13
- Proceedings of the congress
- Certificate of attendance

**IMPORTANT NOTICE :** The registration fees DO NOT include admission to the gala dinner on Tuesday evening, 14 June. An extra fee will have to be paid for admission to this activity.

### Payment of registration fees

Payment in EURO should be made in advance by one of the following means:

#### Bank to bank transfer to ETW2016 in Euro

Bank name: Caisse d'Epargne - 4 Place Brevet 35400 Saint Malo, France

Account name: ETW 2016 PGL

International account number (IBAN):FR76 14445202000800215473

BIC (SWIFT CODE): CEPAFRPP444

Clearly mention name and/or registration number with the bank transfer. Remittance should be free of charge to the recipient.

#### Credit Card

Print your name exactly as it appears on the credit card, indicate type of card (Visa or Eurocard/Mastercard), credit card number and expiration date.

#### Personal check

**Only drawn on a French bank in Euros.** Ordered to ETW2016/PGL and sent by surface mail to Palais du grand large - BP109 - 35407 Saint Malo cedex

#### Purchase order

**For French institutions only.** Registration will only be processed and confirmed upon receipt of the order form signed by the Institution. Invoices will be sent upon receipt of the PO. Please make sure your institution will pay without delay. Payment will be demanded onsite if not received on or before June 1<sup>st</sup> 2016.

### **Confirmation**

Upon receipt of the registration forms with the appropriate fees, confirmation will be sent not later than one month prior to the meeting. Letters of confirmation will be mailed in advance of the meeting to those participants registered by 31 May 2016.

### **Cancellation of registration and reimbursement policy**

A full refund (less 100 Euro administration fee) will be granted to participants unable to attend, provided written notice is received at the Central Office on or before **30 April 2016**. Organizers regret that they will be unable to consider requests received after this date. The date of the receipt of the written request for cancellation by the ETW2016 Central Office will be considered as the date of cancellation. Please note that refunds will be issued only after the end of the ETW2016 meeting.

**For cancellation of registration less than one week before the opening of the congress (i.e., Saturday 11, June 2016), cancellation charges will be 100% of the amount paid or engaged through a purchase order.**

ETW2016 cannot be held responsible for double registrations/bookings of a participant made by a group manager as well as the individual or another company/organization.

### **Accompanying persons**

Accompanying person registration fees (**200 Euro/person + VAT**) include:

- Admission to the Welcome party
- Admission to the congress premises and exhibit (but not to the scientific sessions)
- Lunch and Oysters/coffee breaks

The accompanying person registration fee **does not include admission to the Gala dinner on Tuesday evening, 14 June**. An extra fee has to be paid for admission to this activity.

### **Admission badges**

The congress badge should be worn by all participants at all times during the congress, during the pre-congress courses, in the exhibit area and within other areas of the congress centre as well as during social activities. Only participants wearing their congress badge will be admitted to the scientific

sessions, to the exhibition and to the social events. Accompanying persons must have a badge for admission to the exhibit area and to the social functions. **Badges must be worn at all times and may not be exchanged between colleagues.**

**IMPORTANT NOTICE** Please note that if you lose or misplace your badge, you will be required to pay a 50 Euro fee to have a new badge issued.

### **Liability**

The Congress & Administrative Secretariat cannot accept liability for personal accidents, nor for loss of, or damage to private property of participants, either during or directly arising from the ETW2016 Congress. Participants should make their own arrangements with respect to health and travel insurance.