



General Information regarding Group Registration

Please be informed that a group registration is only possible if the group consists of at least 10 (ten) delegates. **These delegates have to be from the same company or travel agency.**

A travel agent needs a written confirmation from the company it represents, starting that it is acting on behalf of this company and that it is the only agent to do so, as well as confirming the number of rooms requested.

The registration of the group has to be made by using the official Group Registration – Managing Tool.

1.) Payment

A full pre-payment of your booking is required. A respective invoice will be issued by the organizer. Additional registrations will be invoiced and have to be paid immediately.

Bank transfers and credit card payments are accepted.

Due to security reasons, a credit card payment has to be done via a secure internet link, which will be sent to your e-mail address by EUROKONGRESS GmbH.

2.) Cancellation Policy

Congress: Cancellations received in writing up until **Thursday, 28th February 2019** incur a **cancellation fee of EUR 50.00 (including VAT) per cancelled ticket. From this date onwards** or in case of a no-show, registration fee **reimbursements are no longer possible unless** the organisers are **provided with a named replacement** who will take on the registration.

Post Graduate, Allied Health Professional & IBD Course: Course cancellations received up until **Thursday, 28th February 2019** incur a **cancellation fee of EUR 25.00 (including VAT) per cancelled ticket. From this date onwards or in case of a no-show a registration fee reimbursement is no longer possible.**

The **Members' Evening** registration fee is **non refundable**.

From Thursday, 28th February 2019 onwards or in case of a no-show, registration fee reimbursements are no longer possible unless the organisers are provided with a named replacement who will take on the registration.



3.) Congress Fees

The below mentioned rates are valid for all groups.

	Early Bird (up to 10 Mar)	Standard (up to 19 May)	Onsite
All scientific registration fees are without VAT			
ESPGHAN Member ¹	€ 299	€ 450	€ 550
Non Member	€ 655	€ 755	€ 865
Allied Health Professionals- ESPGHAN Member ¹²	€ 200	€ 250	€ 355
Trainee ESPGHAN Member ¹	€ 200	€ 300	€ 355
Allied Health Professionals- Non Member ²	€ 300	€ 400	€ 450
Young Investigator ³	€ 299	€ 399	€ 450
NASPGHAN Member ¹	€ 530	€ 630	€ 752
Students	€ 200	€ 300	€ 355
Clinical Course in Gastroenterology, Hepatology and Nutrition	€ 148	€ 180	€ 205
Allied Health Professional Course	€ 100	€ 140	€ 180
IBD Course	€ 148	€ 180	€ 205
Endoscopy Learning Zone – Beginners / Advanced	€50	€50	€50

¹ Please note that in order to qualify for the member rate all members need to be up to date with their membership fees. The organizers reserve the right to change the registration status if membership fees are not paid.

² Allied Health Professionals include Nurses and Dieticians and must provide proof of their AHP certification upon registration in order to qualify at the stated rate.

³ A Young Investigator is defined as someone working in Paediatric GI, Hepatology or Nutrition for less than 10 years. They should ensure that they have a confirming letter from a sponsoring member of ESPGHAN.

⁴ The Allied Health Professional and Clinical Course in Gastroenterology, Hepatology and Nutrition course as well as the IBD course on 09 May 2018 must be registered and paid for in addition to the main

4.) Hotel Accommodation

Please kindly see your accommodation contract for further details regarding terms & conditions as well as cancellation policy for accommodation booking.



5.) Administration Fee

Should the administration of the group be of excessive complexity for the agency, an additional service fee will be charged at an hourly rate of 75,00 € including the rate of tax at the time of invoice. In this case the fee will be added to the outstanding invoice.

6.) Onsite

a. 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.

b. Lost Badges:

Upon registration onsite all participants will receive a name badge, which must be worn visibly for the entire duration of the congress.

- The name badge acts as the entrance ticket for the congress.
- Name badges will not be reprinted.
- For lost badges a fee of 25% of the original registration fee applies.