



## 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\\_eaps24@kenes.com](mailto:reg_eaps24@kenes.com)
3. In order to benefit from the reduced group registration fees, payments must be made **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 a 30 EUR 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 **an additional 4% commission**.
8. **Registration Conversion:**

We want to help you reduce uncertainty during these uncertain times, which is why we have added the ability to easily convert your registration between the in-person and online experience at no additional charge.

And for extra peace of mind, we are now offering a "Flex" ticket upgrade for just 50 Euro!

### Converting from In-Person to Online Attendance:

Standard Ticket

- Up to September 12, 2024: Receive a refund of the difference in fees.
- As of September 13, 2024: Ability to switch BUT there will be no refund of the difference in fees.  
Flex Ticket (+50 Euro)

Any time before the congress: Receive a refund of the difference in fees.

When changing your registration category, the fee applied will be based on the registration fee and category applicable at the time of change.

### Converting from Online to In-Person Attendance:

All Tickets

Switch at any time! You will be required to pay the difference in fees, applicable based on the registration fee and category at the time of change.



9. **Cancellation policy:** Refund of registration fee will be as follows:

- Cancellations received up and including July 12, 2024 – full refund.
- Cancellations received July 13 until September 25, 2024 – 50% registration fee refund.
- As of September 26, 2024 – no refund will be made.

10. Fees for all congress participants include:

**Fees for In-Person Participants:**

- Participation in all scientific sessions
- Attend Opening Ceremony and Welcome Reception
- Access to the Exhibition
- Refreshments during coffee breaks as indicated in the program.
- Meet the speakers and experts in-person.
- Dedicated time and place for networking

**Online (Virtual) Participation Only**

- Online access to scientific content
- Access to abstracts and E-Posters online
- Opening Ceremony
- Access to the virtual Exhibition Area
- Access to available industry sessions and materials
- Online networking opportunities

11. **Please fill in the below information:**

Company (Group Name): \_\_\_\_\_

Booking Agency (if relevant): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_



**EAPS**  
17-20 October 2024, Vienna

**Vienna**



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### REGISTRATION CATEGORIES

Participation Fees apply to payments received prior to the indicated deadlines:

Registration Categories	EARLY RATE UNTIL JULY 11, 2024		REGULAR RATE JULY 12 - SEPTEMBER 25, 2024		LATE RATE FROM SEPTEMBER 26, 2024	
	In-person	Online	In-person	Online	In-person	Online
Full Participant Non-Member*	€ 600	€ 300	€ 690	€ 300	€ 790	€ 340
Full Participant Member*	€ 450	€ 300	€ 550	€ 300	€ 650	€ 340
Full Participant - Non-Member* - Low & Lower Middle Income Countries****	€ 350	€ 300	€ 450	€ 300	€ 520	€ 340
Full Participant - Member* - Low & Lower Middle Income Countries****	€ 290	€ 250	€ 375	€ 300	€ 440	€ 340
Non-Member - Nurse/ Early Career Investigator/ Pharmacist/ Physiotherapist **	€ 310	€ 200	€ 390	€ 200	€ 420	€ 230
Member * - Nurse/ Early Career Investigator/ Pharmacist/ Physiotherapist **	€ 265	€ 200	€ 320	€ 200	€ 350	€ 230
Nurse/ Early Career Investigator/ Pharmacist/ Physiotherapist** -Low & Lower Middle Income Countries****	€ 265	€ 200	€ 320	€ 200	€ 350	€ 230
Student / Resident ***	€ 150	€ 100	€ 200	€ 100	€ 250	€ 100

Please advise any special comments regarding the registration categories:

\* Members of the organizing societies: EAP & ESPR societies. This refers to individual members, who have an active membership upon registration and during Congress. Members are required to specify their membership association, and membership number (if applicable) during the online registration.

\*\*Proof of Nurse/ Early Career Investigator / Pharmacist / Physiotherapist status is mandatory - In order to benefit from the special fee, a submission of your status confirmation (official letter signed by the Head of Department – hospital, company or academic institution which confirms status of the applicant) or copy of your status ID) must be uploaded during the online registration.

Note, Early Career Investigator must be under the age of 36 at the time of the congress.

\*\*\* Students: In order to benefit from the special fee, a submission of your status confirmation must be uploaded during the online registration (i.e. approval letter signed by the Head of Department or copy of your status ID).

\*\*\*\* Low & Lower Middle Income Countries are defined according to the World Bank Country Classification. Please [click here](#) to see the Country Classification data.



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**Group Registration Details:**

Pharmaceutical company name - \_\_\_\_\_

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 us of 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 hybrid 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.

**Data Protection:**

I confirm that prior to transferring Kenes the group delegates contacts, our company has obtained consent from the individuals concerned.

**PAYMENT - Billing address**

Billing Address (to appear on invoice and receipt): \_\_\_\_\_

VAT number: \_\_\_\_\_

**Please select a method of payment (credit card or bank transfer):**

Credit card payment (Credit card payment is subject to additional 4% commission):

Bank Transfer Payment