

## 31<sup>st</sup> Annual Meeting of the European Charcot Foundation

### Specific Terms & Conditions

ANNUAL MEETING .....	2
ANNUAL MEETING REGISTRATION.....	2
HOTEL RESERVATIONS.....	7
POSTER PRESENTATIONS .....	8
YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION .....	9
TRAVEL GRANTS FOR YOUNG INVESTIGATORS.....	9
CANCELLATION POLICY .....	9
NAME CHANGES .....	10
PHOTOS AND VIDEO.....	10
PERMISSION TO CONTACT .....	10
PAYMENT POLICY .....	10
ONLINE PAYMENTS .....	11
PAYMENT BY BANK TRANSFER (only accepted for group bookings).....	11
LIABILITY .....	12
VALIDITYWe.....	12

## ANNUAL MEETING

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- These Specific Terms & Conditions govern the 31st Annual Meeting of the European Charcot Foundation.
- The Annual Meeting of the European Charcot Foundation is organised by SEAUTON BVBA with the scientific support of the European Charcot Foundation (BE 0547.995.164).

## ANNUAL MEETING REGISTRATION

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**The annual meeting will be a hybrid edition, meaning you can register for either digital participation or onsite participation in Baveno. In case circumstances do not allow us to welcome you in Baveno (in case you registered for onsite attendance), your registration will be automatically switched to the digital event.**

### THE REGISTRATION FOR THE FACE-TO-FACE MEETING INCLUDES:

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- Admittance to the 31st Annual Meeting sessions and all Satellite Symposia
- Admittance to the poster area
- All lunches & coffee breaks on Thursday, Friday and Saturday (in case of onsite participation in Baveno)
- A one year subscription to the MS Knowledge Hub, ECF's eLearning platform, including access to the digital repository of the lectures (if accepted by the speaker).
- The lunches represent a value of €45, coffee breaks €15, Scientific Networking Cocktail €30.
- Pre-registration to the Scientific Networking Cocktail is mandatory (can be done when registering).
- EACCME accreditation.
- All fees are in euro, including applicable VAT.
- To pick up the badge and meeting materials, the registration voucher (with barcode) or passport/ID of the delegate must be shown. For group pick-ups, the person picking up the badges must show a passport/ID and provide a phone number he/she can be reached on in case questions arise after the pick-up of the badges (in case of onsite participation in Baveno).
- Young investigators born in 1988 or after and can be asked to show a copy of their identity card or passport when picking up their badge at the Registration & Hospitality Desk.

### THE REGISTRATION TO THE DIGITAL MEETING INCLUDES:

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- Exclusive access to the Scientific Programme of the 31st Annual Meeting, digital edition
- Exclusive access to the Satellite Symposia of the 31st Annual Meeting, digital edition

- Exclusive access to the posters pdf's presented on the occasion of the 31st Annual Meeting, digital edition
- EACCME accreditation
- 12-month subscription to MS Knowledge Hub

THE FOLLOWING INFORMATION WILL BE REQUESTED FOR EACH DELEGATE WHEN REGISTERING:  
OBLIGATORY INFORMATION:

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- Main Email\*
- Title/Salutation
- Gender
- First Name
- Last Name
- Company/Organisation
- City
- Country
- Type: choose one of the following options:
  - o Researcher and/or Clinical Practitioner
  - o Institution (fe. NGO, public authority, non-profit, government, ...)
  - o Industry
  - o Other (possibility to specify)
- Discipline: choose one of the following options:
  - o General Neurologist
  - o Neurologist - MS Specialist
  - o Neurologist in training
  - o Medical Doctor
  - o Paramedical Professional
  - o Industry / Institution Representative
  - o Other (possibility to specify)
- Where do you know the European Charcot Foundation from? Choose one of the following options:
  - o From printed/online publications and media
- I attended previous Annual Meetings
  - o From my professional environment
  - o The presence of ECF at other events
  - o ECF Newsletters



- ECF website
- Main reason to attend:
  - Education and Training
  - Networking
  - Education, Training and Networking
  - Other reason (possibility to specify)
- Acceptance of the Specific Terms & Conditions

Not obligatory:

- Delegate Email\*
- (Mobile) Phone
- Permission to contact options (see Privacy Policy)

\* Main Email: all communication related to the registration (f.e. confirmation of registration, registration voucher, survey, certificate of attendance) will be sent to the Main Email.

For individual registrations it is advised to use the email address of the delegate as the Main Email.

For group registrations it is advised to use the email address of the group responsible as the Main Email so that all communication related to the registration is sent to the group responsible who is responsible for distributing the communications among the group delegates. Should the group responsible prefer all communications to be sent directly to the group delegates, it is advised to enter the email address of the delegate as the main email and to enter the group responsible email address in the cc email field, in which case the group responsible will be copied in on all communications.

## REGISTRATION FEES

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Attendee category	EARLY BIRD FEE until 05/10/2022	REGULAR FEE from 06/10/2022 until 16/11/2022	LATE FEE as from 17/11/2021
<b>Meeting delegate</b>			
Digital edition	<b>350,00</b>	<b>400,00</b>	<b>400,00</b>
Live edition	<b>670,00</b>	<b>770,00</b>	<b>870,00</b>
<b>Young Investigator with Poster</b>			
Live edition	<b>FREE*</b>	<b>FREE*</b>	<b>250,00</b>
<b>Young Investigator without Poster</b>			
Digital edition	<b>175,00</b>	<b>200,00</b>	<b>200,00</b>
Live edition	<b>420,00</b>	<b>470,00</b>	<b>520,00</b>
<b>ECF fellow with poster</b>			
Live edition	<b>FREE**</b>	<b>FREE**</b>	<b>250,00</b>
<b>ECF fellow without poster</b>			
Digital edition	<b>175,00</b>	<b>200,00</b>	<b>200,00</b>
Live edition	<b>320,00</b>	<b>370,00</b>	<b>420,00</b>

All fees are in euro, including applicable VAT

\* Free registration for the first 20 registrations for Young Investigators with a poster.

Young Investigators are born in 1988 or later.

\*\* Free registration for the first 10 registrations for ECF Fellows with a poster.

## INDIVIDUAL REGISTRATION

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- Individual Annual Meeting Registrations should be made online and are only payable by credit card.
- The registration cannot be shared by two or more participants. As such, only the participant whose name appears in the registration file may pick up the badge on site and no substitutions will be allowed once the badge has been picked up.

### Exemption from paying the registration fee for Young Investigators (= free registration)

- Young Investigators (Delegates born in 1988 or after) are exempt from paying the registration fee on the following conditions:
  - they are accepted to present a poster
  - they are present during the 31st Annual Meeting of The European Charcot Foundation.

- they register before October 15<sup>th</sup>, 2023
- In the event the poster abstract has been rejected, Young Investigators can decide to confirm the registration by paying the applicable registration fee.
- Young Investigators willing to benefit from this free registration should explicitly mention they will be present during the 31<sup>st</sup> Annual Meeting when uploading their abstract to the PCO Secretariat.

#### Exemption from paying the registration fee for ECF fellows (= free registration)

- ECF fellows are exempt from paying the registration fee on the following conditions:
  - that they are winners of The Young Investigator awards of ECF in 2022
  - that they are participants of the ECF fellowship programmes
  - that they are winners of the Ctrims-ECF YI awards 2023
  - that they are accepted to present a poster
  - are present during the 31<sup>st</sup> Annual Meeting of The European Charcot Foundation.
  - they register before October 15<sup>th</sup>, 2023
- In the event the poster abstract has been rejected, ECF fellows can decide to confirm the registration by paying the applicable registration fee.
- ECF Fellows willing to benefit from this free registration should explicitly mention they will be present during the 31<sup>st</sup> Annual Meeting when uploading their abstract to the PCO Secretariat.

#### GROUP REGISTRATION

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- If you are making a registration for more than one person, you can make use of the option to make a group registration.
- Group registrations should be made online and are available until Monday October 15<sup>th</sup>, 2023.
- One invoice will be created for the entire group.
- Invoices are payable by credit card. An exception to pay by wire transfer can be requested.
- The group registration is only valid after the full payment for the group registration has been received.
- The Early Bird Fee will only apply to participants whose payment is received by the Operational and Administrative Secretariat by August 31, 2023. After this date, the participants will be charged at the Regular Fee.
- The Regular Fee will only apply to participants whose payment is received by the PCO Secretariat before November 9<sup>th</sup>, 2023. As from November 9<sup>th</sup>, 2023, the participants will be charged at the onsite fee.

#### HOTEL RESERVATIONS (FACE-TO-FACE MEETING)

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Room type (rounding differences may occur when registering)	Room rates per night for bookings until 31 October 2022 (or until the room block is filled)
Double room for single use	€ 199,00
Double room for double use	€ 219,00
Double room for twin use	€ 219,00

- All rates indicated are for one standard room for one night, including
  - breakfast
  - the local tax of € 2 per person per night
  - a booking fee of € 10 per night
  - applicable VAT
- For upgrades and special requests, please contact the PCO Secretariat via [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org).
- Rooms will be assigned on first come, first served basis and the number of rooms is limited.
- The PCO Secretariat cannot give a guarantee on the type of room that will be assigned. To avoid disappointment, it is strongly recommended to book your hotel early.

## INDIVIDUAL HOTEL RESERVATIONS

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- Each hotel reservation has to be linked to a registration for the 31st Annual Meeting. If hotel reservations are made not being part of a registration for the 30th Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.
- Individual reservations have to be made online via the Annual Meeting website.
- Payment is only possible by card.

## GROUP HOTEL RESERVATIONS

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- Group reservations have to be made online by the group responsible via the Annual Meeting website.
- Payment is possible by card. An exception to pay by wire transfer can be requested.
- Each hotel reservation has to be linked to a registration for the 30th Annual Meeting, except for the group responsible. In the event hotel reservations are made not being part of a registration for the 30th Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.

## POSTER PRESENTATIONS

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- To present a poster, abstracts, requesting for poster presentation should be uploaded via the available link on the Annual Meeting website by Friday, September 15<sup>th</sup>, 2023.
- All submitted abstracts will be screened and considered for poster presentation by the Scientific Committee of the European Charcot by Sunday, October 1<sup>st</sup>, 2023.
- The submission criteria regarding the abstract and poster, as explained on the Annual Meeting website, must be respected to qualify for a poster presentation.
- Accepted abstracts (and posters) will be published on the European Charcot Foundation website.
- Submitted posters will be uploaded in the Annual Meeting Mobile Application and be displayed in the poster area of the Annual Meeting.
- Posters will be displayed in a virtual and onsite poster booth. Each display has its own requirements which will be communicated to all Young Investigators and Fellows.
- Accepted abstracts can be presented to the live stream audience. Investigators will receive the digital recording of this presentation.

#### **YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION**

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- Delegates of 35 years or younger (born in 1988 or after) that present a poster automatically participate in the Young Investigator Awards.
- Delegates born before 1988 that present a poster are not eligible to participate in the Young Investigator Awards.
- In order to be eligible for the Young Investigator Awards, the Young Investigator should be present at the poster viewing sessions during the 31<sup>st</sup> Annual Meeting.
- The applicable procedure for the Young Investigator Awards can be found on the European Charcot Foundation website.

#### **TRAVEL GRANTS FOR YOUNG INVESTIGATORS (FACE-TO-FACE MEETING)**

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- The European Charcot Foundation offers a maximum of 30 Travel Grants to Young Investigators.
  - 20 travel grants for YI with poster
  - 10 travel grants for ECF fellows with poster
- Only Young Investigators that participate in the Young Investigator Awards are eligible for these Travel Grants. These Travel Grants may cover:
  - hotel accommodation (2 nights incl. breakfast and wifi, up to a maximum of € 200 per night)
  - travel expenses up to € 500 (flight, train, taxi)



- The possibility to apply for a Travel Grant is presented when registering as a Young Investigator with poster. To apply for a Travel Grant, the applicant should tick the corresponding box and upload a short résumé (1/2 page), a motivation and a copy of the passport or ID. Applications will only be considered when complete.

## CANCELLATION POLICY

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After receipt of the email confirmation of the individual or group registrations and/or hotel reservation, 100% cancellation costs apply (no refunds).

Cancellations have to be made in writing to the PCO Secretariat via [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org).

A cancelled individual or group registration or a cancelled hotel reservation, can be taken over by another participant (= name change) until Monday, October 16<sup>th</sup> 2023. After this date, a name change fee of € 100 excluding VAT is applicable.

Special cases:

- In the event an abstract has been rejected, Young Investigators born after 1988 can decide to either cancel their registration free of charge and get refunded or confirm their registration by paying the registration fee as mentioned on the invoice. The hotel reservation can be cancelled upon payment of a cancellation fee of € 100 excluding VAT.
- For Investigators born before 1988 the standard cancellation policy applies.

## NAME CHANGES

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- Name changes (for individual and group registrations and hotel reservations) are accepted until Monday October 16<sup>th</sup>, 2023. After this date a name change fee of € 100 excluding VAT is applicable.
- Name changes are possible via the “modify registration”-button. The registration main email and reference number are required.

Requests for changes after Monday October 16<sup>th</sup>; 2023 have to be made in writing to the PCO Secretariat via [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org).

## PHOTOS AND VIDEO

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- Delegates agree that the European Charcot Foundation may use any photos taken in conjunction with the Annual Meeting in an unlimited manner for promotional purposes of the European Charcot Foundation and its activities on the European Charcot Foundation website and in European Charcot Foundation Publications without any compensation to the delegate.

- Delegates agree that the European Charcot Foundation may use any video recordings taken in conjunction with the Annual Meeting in an unlimited manner for scientific educational purposes of the European Charcot Foundation and its activities on the European Charcot Foundation website and in European Charcot Foundation Digital Material without any compensation to the delegate.

## PERMISSION TO CONTACT

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- Delegates will be contacted by the PCO secretariat with regards to their registration to the 31st Annual Meeting (registration and hotel confirmation, programme updates, mobile application information, certificate of attendance, ...) via the main email provided with their registration.
- The PCO secretariat will not contact group delegates individually unless their email address has been provided as main email.
- The delegate's name (first and last name), function, organization and country will be made visible in the Annual Meeting mobile app.
- When registering to the 31st Annual Meeting of the European Charcot Foundation, participants can agree (opt-in):
  - to receive email communications from the European Charcot Foundation to be informed about its future Annual Meetings and other activities.
  - that their contact information may be shared with the partners or supporting organizations for the purpose of providing information regarding MS products or services or sending invitations for special events or Satellite Symposia.
- The PCO secretariat ([secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org)) can be contacted when delegates wish to consult, modify or delete registered information.

## PAYMENT POLICY

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- Registrations are only valid once full payment is received by the PCO Secretariat. Priority to activities with limited capacity will be given to those who have paid in full.
- All invoices issued must be paid before the Annual Meeting. All amounts are in euro. Payments can be made by credit card through a secured page on the Annual Meeting website or bank transfer (by exception).
- Invoices that will be paid via wire transfer are payable within 30 days from the invoice date or:
  - in case of the early bird rate, before August 31<sup>st</sup>, 2023
  - in case of the regular rate, before November 9<sup>th</sup>, 2023
  - at least 7 days before the start of the Annual Meeting,whichever comes first.

The invoice number and registration/booking reference number should be mentioned as payment reference.

- Outstanding amounts will be collected at the on-site rate.
- When registering at the Registration and Hospitality Desk, please bring a copy of your proof of payment in the event your registration fees were not credited to the Meeting account. A credit card and signature may be required as guarantee of payment.
- All charges for payment transactions are the responsibility of the participant and should be paid at source in addition to the registration fees.
- Invoices are only sent by email.
- Special requests for the processing of the invoice should kindly be submitted in writing to the PCO Secretariat. For the reissuing of invoices, €100,00 (excluding VAT) will be charged.

#### ONLINE PAYMENTS

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Online payments are accepted by:

- Credit Card: Visa, MasterCard, American Express and Maestro

#### PAYMENT BY BANK TRANSFER (ONLY ACCEPTED FOR GROUP BOOKINGS)

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- Invoices paid via wire transfer are payable within 30 days from the invoice date or:
  - in case of the early bird rate, before 5 October 2022
  - in case of the regular rate, before 16 November 2022
  - at least 7 days before the start of the Annual Meeting,

whichever comes first.

- Bank transfer must be in euros and made out to:

Beneficiary: SEAUTON BVBA

Bank name: BANK J. VAN BREDA AND CO NV

Bank address: MECHELSESTEENWEG 147, 3020 HERENT, BELGIUM

BIC/Swift: JVBA BE 22

IBAN: BE89 6451 2078 9485

Bank account number: 6451 2078 9485

Bank account owner: Seauton

Payment reference:

- Invoice number

- Registration/booking reference number

#### LIABILITY

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- The participant acknowledges that he/she has no right to lodge damage claims against the organizers should the holding of the Annual Meeting be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the non-appearance of speakers or other reasons necessitate programme changes.
- Should technical reasons beyond the control of the organisers make any changes necessary, they cannot be held responsible.
- Belgian law shall apply and place of jurisdiction will be Brussels.

#### VALIDITY

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- If one or more provisions of these Specific Terms & Conditions is found to be invalid, illegal or unenforceable (in whole or in part), the remainder of the provision and of these Specific Terms & Conditions shall not be affected and shall continue in full force and effect as if the invalid, illegal or unenforceable provision(s) had never existed.