

## 32nd 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 .....	8
ONLINE PAYMENTS .....	9
PAYMENT BY BANK TRANSFER (only accepted for group bookings).....	9
LIABILITY .....	10
VALIDITY.....	10

## ANNUAL MEETING

---

- These Specific Terms & Conditions govern the 32<sup>nd</sup> 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

---

The annual meeting will be a hybrid edition, meaning you can register for either digital participation or onsite participation in Baveno, Italy.

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

---

- Access to the 32<sup>nd</sup> Annual Meeting sessions and all the Satellite Symposia
- Access to the poster area
- All lunches & coffee breaks on Thursday, Friday and Saturday
- The meeting booklet and badge
- A 12 month subscription to the MS Knowledge Hub, ECF's eLearning platform, including access to the digital repository of the lectures from the Annual Meeting (if accepted by the speaker).
- EACCME accreditation
- The lunches represent a value of €45, coffee breaks €15, Scientific Networking Cocktail €30 (Registration to the Scientific Networking Cocktail is optional (can be done when registering)).
- All fees are in euro, including applicable VAT.
- The number of places available for the 32<sup>nd</sup> Annual Meeting is limited. Registration is accepted on a first come, first served basis.
- To pick up the badge and meeting materials, the registration voucher and the passport/ID of the delegate must be shown. For group pick-ups, the person picking up the badges should be the group responsible as indicated in the registration form (or a representative with a proxy). This person 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
- Young investigators, born in 1989 or after, 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:

- Exclusive access to the Scientific Programme of the 32<sup>nd</sup> Annual Meeting, digital edition
- Exclusive access to the Satellite Symposia of the 32<sup>nd</sup> Annual Meeting, digital edition
- EACCME accreditation
- A 12-month subscription to MS Knowledge Hub

### THE INFORMATION REQUESTED FOR EACH DELEGATE WHEN REGISTERING:

To gain information on how we process your personal data, we refer to the [Privacy Notice](#).

### REGISTRATION FEES

Attendee category	EARLY BIRD FEE until 30/09/2024	REGULAR FEE from 01/10/2024 until 20/11/2024	LATE FEE as from 21/11/2024
<b>Meeting delegate</b>			
Digital edition	350,00	400,00	400,00
Face-to-face edition	670,00	770,00	870,00
<b>Young Investigator * with Poster</b>			
Face-to-face edition	FREE**	FREE**	250,00
<b>Young Investigator * without Poster</b>			
Digital edition	175,00	200,00	200,00
Face-to-face edition	420,00	470,00	520,00
<b>ECF fellow with poster</b>			
Face-to-face edition	FREE**	FREE**	250,00
<b>ECF fellow without poster</b>			
Digital edition	175,00	200,00	200,00
Face-to-face edition	320,00	370,00	420,00

All fees are in euro, including applicable VAT

\* Young Investigators are born in 1989 or after.

\*\* Free registration for the first 30 Young Investigators and ECF Fellows with a poster.

## INDIVIDUAL REGISTRATION

---

- 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 1989 or after) are exempt from paying the registration fee on the following conditions:
  - that they are accepted to present a poster
  - are present during the 32<sup>nd</sup> Annual Meeting of The European Charcot Foundation.
  - they register before 31st of October 2024.
  - they are among the first 30 Young Investigators or ECF Fellows registering
- In the event the poster abstract has been rejected, Young Investigators can decide to either cancel their registration free of charge or confirm the registration by paying the applicable Early Bird registration fee for Young Investigators.
- Young Investigators willing to benefit from this free registration should explicitly mention they will be present during the 32<sup>nd</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 2021, 2022 and 2023
  - that they are participants of the ECF fellowship programmes
  - that they are winners of the Ctrims-ECF YI awards 2024
  - that they are accepted to present a poster
  - are present during the 32<sup>nd</sup> Annual Meeting of The European Charcot Foundation.
  - they register before 31st of October 2024.
- In the event the poster abstract has been rejected, ECF fellows can decide to either cancel their registration free of charge or confirm the registration by paying the applicable reduced Early Bird registration fee for ECF Fellows.
- ECF Fellows willing to benefit from this free registration should explicitly mention they will be present during the 32<sup>nd</sup> Annual Meeting when uploading their abstract to the PCO Secretariat.

## GROUP REGISTRATION

- 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 21<sup>st</sup> of October 2024.
- 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 at [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org)
- 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 September 30<sup>th</sup>, 2024. After this date, the participants will be charged at the Regular Fee until the 20<sup>th</sup> of November 2024.
- The Regular Fee will only apply to participants whose payment is received by the PCO Secretariat by November 20<sup>th</sup>, 2024. As from November 21<sup>st</sup>, 2024, the participants will be charged at the onsite fee.

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

Room type (rounding differences may occur when registering)	Room rates per night for bookings until November 23 <sup>rd</sup> 2024 (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 as 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

---

- Each hotel reservation has to be linked to a registration for the 32<sup>nd</sup> Annual Meeting. In the event hotel reservations are made not being part of a registration for the 32<sup>nd</sup> 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

---

- 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 32<sup>nd</sup> Annual Meeting, except for the group responsible. In the event hotel reservations are made not being part of a registration for the 32<sup>nd</sup> Annual Meeting, the PCO Secretariat has the right to cancel the hotel reservation.

## POSTER PRESENTATIONS

---

- To present a poster, abstracts, requesting for poster presentation should be uploaded via the available link on the Annual Meeting website by Monday September 30<sup>th</sup>, 2024
- All submitted abstracts will be screened and considered for poster presentation by the Scientific Committee of the European Charcot Foundation which will send a notification regarding acceptance or rejection of abstracts to the submitting author by **Thursday 20 October 2022**
- 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) may be published on the European Charcot Foundation website.
- Posters will be displayed at an onsite poster booth. The practical details for the poster sessions, will be communicated to all submitting authors.

## YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION

---

- Delegates of 35 years or younger (born in 1989 or after) that present a poster automatically participate in the Young Investigator Awards.
- Delegates born before 1989 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 32<sup>nd</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)

---

- 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:
  - 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 letter. Applications will only be considered when complete.

## CANCELLATION POLICY

---

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 21<sup>st</sup> of October 2024. 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 1989 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 at the Early Bird fee.
- For Investigators born before 1989 the standard cancellation policy applies.

## NAME CHANGES

---

- Name changes (for individual and group registrations and hotel reservations) are accepted until Monday 21<sup>st</sup> of October 2024. 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 21<sup>st</sup> of October 2024 have to be made in writing to the PCO Secretariat via [secretariat@charcot-ms.org](mailto:secretariat@charcot-ms.org).

## PHOTOS AND VIDEO

---

- 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

---

- Delegates will be contacted by the PCO secretariat with regards to their registration to the 32<sup>nd</sup> Annual Meeting (including but not limited to: registration and hotel confirmation, programme updates, certificate of attendance, ...) via the main email provided with their registration.
- Group delegates can additionally be contacted to discuss the reservations, the guidelines on site and for questions about the delegates they registered.
- 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.
- We refer to our [Privacy Notice](#) for more details on how we process your information.

## PAYMENT POLICY

---



- 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 by September 30<sup>th</sup>, 2024
  - in case of the regular rate, before November 20<sup>th</sup>, 2024

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

---

Online payments are accepted by:

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

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

---

- Invoices paid via wire transfer are payable within 30 days from the invoice date or:
  - in case of the early bird fee, by September 30<sup>th</sup>, 2024
  - in case of the regular fee, before November 20<sup>th</sup>, 2024

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: BE43 6451 2075 1901
- Bank account number: 6451 2078 9485
- Bank account owner:  
Seauton
- Payment reference:
  - Invoice number
  - Registration/booking reference number

## LIABILITY

---

- 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 before the court in Brussels, Belgium.

## VALIDITY

---

- 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.