



28th Annual Meeting of the European Charcot Foundation, digital edition
Specific Terms & Conditions

ANNUAL MEETING	2
ANNUAL MEETING REGISTRATION.....	2
POSTER PRESENTATIONS	5
YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION	5
CANCELLATION POLICY	5
NAME CHANGES	6
PHOTOS AND VIDEO.....	6
PERMISSION TO CONTACT	6
PAYMENT POLICY	7
ONLINE PAYMENTS	7
PAYMENT BY BANK TRANSFER (only accepted for group bookings).....	7
LIABILITY	8
VALIDITY.....	8



ANNUAL MEETING

- These Specific Terms & Conditions govern the 28th Annual Meeting of the European Charcot Foundation, digital edition.
- 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 registration includes:
 - Exclusive access to the Scientific Programme of the 28th Annual Meeting, digital edition
 - Exclusive access to the Satellite Symposia of the 28th Annual Meeting, digital edition
 - Exclusive access to the posters presented on the occasion of the 28th Annual Meeting, digital edition
 - Exclusive access to EACCME accredited content
 - 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).
- 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.
- Young investigators are born in 1985 or after and are required to provide a copy of their identity card or passport when registering.
- The following information will be requested for each delegate when registering:
Obligatory information:
 - Delegate email*
 - Title/Salutation
 - First Name
 - Last Name
 - (Mobile) Phone
 - Job Title
 - Company/Organisation
 - Address (PO Box/Street & Number)
 - Zip/postal code
 - City
 - Country
 - Type: choose one of the following options:
 - Researcher and/or Clinical Practitioner
 - Institution (fe. NGO, public authority, non-profit, government, ...)



- Industry
- Other (possibility to specify)
- Discipline: choose one of the following options:
 - General Neurologist
 - Neurologist - MS Specialist
 - Neurologist in training
 - Medical Doctor
 - Paramedical Professional
 - Industry / Institution Representative
 - Other (possibility to specify)
- Where do you know the European Charcot Foundation from? Choose one of the following options:
 - From printed/online publications and media
 - I attended previous Annual Meetings
 - From my professional environment
 - The presence of ECF at other events
 - ECF Newsletters
 - ECF website
- Main reason to participate:
 - Education and Training
 - Networking
 - Education, Training and Networking
 - Other reason (possibility to specify)
- Acceptance of the Specific Terms & Conditions

Not obligatory:

- Permission to contact options (see Privacy Policy)

* Delegate email = email address of the registrant/meeting delegate. Due to the online nature of the digital edition of the 28th Annual Meeting, ECF will need to communicate directly with all registered meeting delegates to ensure access to the digital content, provide updates regarding the release of content as well as customer service.

For each meeting delegate registered through a group, it is required to provide an email address the meeting delegate has access to.

The email address of the group responsible can be used as dummy, however, it is the responsibility of the group responsible to update the dummy value with the email address the meeting delegate has access to by 31 October 2020.

Group responsables wishing to be copied in on all communications should provide the group responsible email in the cc email field.



REGISTRATION FEES

Prices incl. applicable VAT (rounding differences might occur when registering)	▪ Early Bird Fee until 31 August 2020	▪ Regular Fee 1 September until 31 October 2020	▪ Late Fee ▪ as from 1 November 2020***
Digital Meeting Delegate	▪ € 250	▪ € 350	▪ € 350
Young Investigator* with poster	Free registration	Free registration	▪ n.a.
Young Investigator* without poster	▪ € 150	▪ € 150	▪ € 250

* Young Investigators are born in 1985 or after.

** Free registration for Young Investigators if presenting a poster.

*** Registration will remain open throughout the duration of the Annual Meeting. It is recommended to register before 11 November 2020 to allow adequate time to test the log-in and reach out for assistance if needed.

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 email appears in the registration file may access the digital content.

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

- Young Investigators (delegates born in 1985 or after) are exempt from paying the registration fee on the following conditions:
 - that they are accepted to present a poster
 - that they fulfill all requirements related to the digital presentation of the poster
 - that they participate in the 28th Annual Meeting, digital edition
 - they register before 31 October 2020
- 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 registration fee.
- Young Investigators willing to benefit from the free registration should explicitly mention they will be present during the 28th Annual Meeting, digital edition when uploading their abstract to the PCO Secretariat.
- The registration code to use for a free registration is YI2020POSTER!.

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 Saturday 31 October 2020.
- 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 31 August 2020. 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 1 November 2020. As from 1 November 2020, the participants will be charged at the Late Fee.

POSTER PRESENTATIONS

- To present a poster, abstracts, requesting for poster presentation should be uploaded via the dedicated link on the ECF website by Sunday 20 September 2020.
- 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 Friday 2 October 2020 via email.
- The submission criteria regarding the abstract and poster, as explained on the ECF website, must be respected to qualify for a poster presentation.
- Accepted abstracts and the corresponding posters will be published on the digital Annual Meeting website and on the European Charcot Foundation website.
- Pre-recorded poster presentations will be published on the digital Annual Meeting website and on the European Charcot Foundation website.
- Pre-recorded poster presentations might be broadcasted via the live stream of the Annual Meeting.

YOUNG INVESTIGATOR AWARDS FOR BEST POSTER PRESENTATION

- Delegates of 35 years or younger (born in 1985 or after) that present a poster automatically participate in the Young Investigator Awards.
- Delegates born before 1985 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 28th Annual Meeting, digital edition and available to answer questions.
- The applicable procedure for the Young Investigator Awards can be found on the European Charcot Foundation website.

CANCELLATION POLICY

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

Cancellations have to be made in writing to the PCO Secretariat via secretariat@charcot-ms.org.

A cancelled individual or group registration, can be taken over by another participant (= name change) until Saturday 31 October 2020. 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 1985 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.
- For Investigators born before 1985 the standard cancellation policy applies.

NAME CHANGES

- Name changes (for individual and group registrations) are accepted until Saturday 31 October 2020. 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 Saturday 31 October 2020 have to be made in writing to the PCO Secretariat via 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 28th Annual Meeting, digital edition. Due to the online nature of the meeting, the PCO secretariat will communicate directly with all delegates to ensure access to content, to provide updates regarding the release of content, as well as customer service.
- The delegate’s name (first and last name), email, function, organization, city and country will be made visible on the digital Annual Meeting website.
- When registering to the 28th Annual Meeting of the European Charcot Foundation, digital edition, 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) can be contacted when delegates wish to consult, modify or delete registered 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 rate, before 1 September 2020
 - in case of the regular rate, before 1 November 2020
 - 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 Late Fee rate.
 - 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 rate, before 1 September 2020
 - in case of the regular rate, before 1 November 2020
 - 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

- 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 Leuven.

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.