



## GROUP REGISTRATION GUIDELINES

Group registration is available for groups of 2 participants or more and is being offered until 6 May 2022.

### Registration fees for on-site participation

All fees are in € and subject to 20% French VAT.

Registration category	Early bird rate until 9 March 2022, 23h59 CET	Regular rate until 13 April 2022, 23h59 CEST	Late rate as of 14 April 2022
ESO Member	€ 470	€ 570	€ 620
Non-Member	€ 600	€ 690	€ 740
Trainee (Students/Fellows/Nurses), AHPs and Junior Researchers*	€ 200	€ 250	€ 300
ESO Member from Low & Lower- Middle Economy Countries**	€ 180	€ 210	€ 270
Non-Member from Low & Lower- Middle Economy Countries**	€ 300	€ 350	€ 450
Trainee (Students/Fellows/Nurses), AHPs and Junior Researchers from Low & Lower-Middle Economy Countries*, **	€ 100	€ 120	€ 150
Stroke Support Organization (SSO)***	€ 50	€ 50	€ 50
Teaching Course / Session****	€ 10	€ 10	€ 10

### The ESOC on-site congress ticket fee includes:

- Participation in the on-site congress
- Access to the scientific content from the ESOC 2022 congress programme
- Access to the satellite / industry content
- Access to the on-site poster area and e-posters
- Invitation to the welcome reception
- Refreshments as per times scheduled in the scientific programme
- Access to all recorded sessions on-demand

### Registration fees for digital participation

All fees are in € and exempt VAT.

Registration category	Early bird rate until 9 March 2022, 23h59 CET	Regular rate as of 10 March 2022
ESO Member	€ 250	€ 300
Non-Member	€ 320	€ 395
Trainee (Students/Fellows/Nurses), AHPs and Junior Researchers*	€ 75	€ 100
ESO Member from Low & Lower- Middle Economy Countries**	€ 75	€ 100
Non-Member from Low & Lower- Middle Economy Countries**	€120	€ 150
Trainee (Students/Fellows/Nurses), AHPs and Junior Researchers from	€ 30	€ 50



Low & Lower-Middle Economy Countries*,**		
Stroke Support Organization (SSO)***	€ 30	€ 30

**The ESOC digital congress ticket fee includes:**

- Participation in the digital congress
- Access to the digital platform and scientific content from the ESOC 2022 congress programme (on-demand)
- Access to selected live streamed scientific sessions (max. 2 in parallel per day)
- Written chat opportunities for Q&A during selected live streamed scientific sessions
- Access to the online satellite / industry content (on-demand only)
- Access to all e-posters
- Access to Teaching Courses (on-demand only)
- Access to sponsors company profiles on the digital platform

**Registration categories / proof upload**

\* Trainee (Students/Fellows/Nurses), AHPs and Junior Researchers: Student, Trainees, Nurses, Physiotherapists, Social Workers, Occupational Therapists, Speech Therapists, Dieticians - in order to benefit from the special fee, a submission of your status confirmation (approval letter signed by the Head of Department or copy of your status ID) must be uploaded in English language during the online registration as pdf or jpg. **This category does not apply for Residents.**

\*\* The reduced rate is available to all participants of a country designated by the World Bank rating as a low / lower-middle income economy. Please click [here](#) to view a list of these countries.

\*\*\* Strictly refers to non-physician/lay-person members of SSOs.

\*\*\*\* Tickets will be sold on a first-come first-served basis. Each course has limited places. Applicable for on-site participants only. Participants that will join the congress digitally will be able to access teaching courses on-demand after the congress, free of charge.

**Payment**

The payment methods offered are credit card (AMEX, MasterCard or Visa), bank transfer (invoice) and paypal. However, payment by bank transfer is only possible until 26 April 2022, 23h59 CET. Please note that a handling fee of € 40 will be charged for bank transfer and 2.5% for credit card payment. Paypal is subject to a handling fee of 3%.

Registration will only be valid upon receipt of the full payment by the registration department according to the deadline indicated.

**Cancellation policy**

All cancellations must be sent to [registration.esoc@congrex.com](mailto:registration.esoc@congrex.com).

Participants have the right to cancel the registration within 14 days from the conclusion of the agreement, i.e. from the receipt of our registration invoice email. The right of withdrawal is lost if the participant attends the congress before the expiry of the right of withdrawal.

Correction of spelling mistakes or swapping first and last name due to incorrect submission will be charged with € 10.



## Registration Guidelines

In order to proceed with your group registration, please log in / create a profile [here](#).

Once logged in, please click on the tab “**group registration**”. First step is to buy a contingent by selecting the number of required registration tickets per category. You will receive a confirmation / invoice by email.

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer. A different invoice address can be added separately.

Individual participant’s data can be entered under “**add participants**”. You can either add them one by one or upload the name list.

To upload the name list, please click on “import” and “get template”. Please fill in the excel file, all columns marked with an \* are mandatory. You can then “upload” it to import the data.

To register your delegates, the following data is required for every participant:

- Email address (please use a valid and unique email address per person)
- First and last name
- Country
- Proof of status if the registration category requires it (e.g. Trainee (Students/Fellows/Nurses), AHPs and Junior Researchers)

Once the entry of participant data is completed, the registration tickets need to be allocated to the participants (click on “**Distribution**” to allocate the tickets).

It is possible to purchase registrations without having all group members’ details prior to the early bird deadline. However, by **20 April 2022** at 23h59 CEST, you must enter / upload your group members’ details and assign all purchased registrations via your group registration account.

Registration confirmations can be sent to your guests in your group account. Please click on “group registration” and “**registration confirmations**”. The registration team will send no confirmations to your guests.

## Group pick-up

The opportunity to collect the badges for the on-site participants in advance will be offered in order to facilitate the pre-registration procedure. In order to arrange your collection time, you will be contacted after 20 April 2022.

## Communication to participants

The following communication will be sent by the registration partner directly. No action is required from you.

### Congress account confirmation

If you register persons that do not have a registration account yet, e.g. from previous congress registrations with the same registration system, an email to activate / confirm the account will be sent once you enter the participant to your group registration account. The email contains an activation link that needs to be confirmed within 48h. We will send reminders to participants who did not activate their account shortly before the congress starts.

### Log in instructions and general information for digital participants



A couple of days before the congress starts an email with log in instructions, practical information and contact details in case of questions will be sent to digital participants. A copy of this email will be sent to you as well.

**Barcode and general information for onsite participants** (will only be sent to group participants without group pick-up)

A couple of days before the congress starts an email with a personal barcode, practical information and contact details in case of questions will be sent to on-site participants. A copy of this email will be sent to you as well.

### **CME Certificate**

After the congress, all registered participants will receive an email with the link to the congress survey (mandatory for CME credits) and information on how to download their CME certificate and information on how to access the recordings. A copy will be sent to you.

Due to GDPR regulations, ESOC is not authorized to share delegates' certificates with a third-party, even if the third-party has paid for the registration(s). Should you need to receive your group participants' certificate, you are please asked to contact them directly.

### **Recordings**

All sessions will be available on demand via the digital congress platform until 5 August 2022, 23h59 CEST.

### **Contact**

For registration support, please contact the ESOC registration team at [registration.esoc@congrex.com](mailto:registration.esoc@congrex.com)

### **ESOC 2022 Registration**

Congrex Switzerland Ltd.

Reinacherstrasse 131

4053 Basel, Switzerland

E-mail: [registration.esoc@congrex.com](mailto:registration.esoc@congrex.com)