



Group Registration Procedure Summary

I would like to register a minimum of 5 participants.

I appointed an official agency.

I did not appoint an official agency for my group.

I need to complete and send back the agency reply form to the registration secretariat CPO HANSER SERVICE.

I or my appointed agency can submit the group registration request on the ECNP congress website <http://2018.ecnp.eu> by **10 August 2018**, indicating one group coordinator.

Upon receipt of the completed online group registration form, the registration secretariat will send the group coordinator the invoice corresponding to the number and type of submitted registrations. Full payment is due 15 days after receipt of the invoice but no later than **10 August 2018**.

The group coordinator can increase the number of participants of an existing group at no additional fee by notifying the registration secretariat by e-mail to registrationsecretariat@ecnp-congress.eu by **10 August 2018**.

The group coordinator will have immediate access to the online group page in order to provide the participants' data including full contact details at the latest by **10 September 2018**.

From **10 to 30 September 2018** it is possible to make name changes with a handling fee of EUR 25 (including Spanish VAT) per name change. After this date name changes will be handled on-site and charged with EUR 25 (including Spanish VAT) per name change.

Pick-up of badges for the group participants

I would like to pick up the badges of my group AND I mentioned in the group registration request form that I want to be contacted for a pick up appointment.

I do NOT want to pick up the badges of my group OR I did not mention it in the group registration request form OR I did not come to my pick up appointment.

2 weeks prior to the congress, the registration secretariat will contact you to schedule an appointment for the collection of badges at the venue on Friday **5 October 2018**. It is the responsibility of the group coordinator or the person picking up the badges to distribute the badges to the participants.

Each participant will be responsible for picking up their own badge at the pre-registration self-service desks as from Saturday **6 October 2018** during regular opening hours. Please make sure you forward the personnel confirmation letter to each participant of your group in advance, so that they can print their badge on-site.