



## **Group registration procedure hotel accommodation**



<http://2017.ecnp.eu>

Companies or organisations wishing to register and pay for a group of participants (minimum 5 participants) for the 30<sup>th</sup> ECNP Congress should follow the group registration procedure below. Smaller numbers should be registered through the online individual registration form which will be available in September 2016 at [ECNP Congress website](#).

Each group must have a designated group coordinator. All communication for the group will be via this group coordinator.

## Contact details registration secretariat 30<sup>th</sup> ECNP Congress

Details registration secretariat (CPO HANSER SERVICE)		
<p><b>Registration &amp; Hotel</b>            Registration secretariat            CPO HANSER SERVICE            Paulsborner Str. 44            14193 Berlin            Germany            T: +49 30 300 66 90            F: +49 30 305 73 91  <a href="mailto:registrationsecretariat@ecnp-congress.eu">registrationsecretariat@ecnp-congress.eu</a>  <a href="http://2017.ecnp.eu">http://2017.ecnp.eu</a></p>	<p><b>Andrea Oeler</b>            Project Manager</p> <p><b>Eva-Maria Heinrich</b>  <b>Silke Wisniewski</b>            Exhibition Manager</p> <p><b>Claudia Günzl</b>            Registration and Housing            Manager</p>	<p><b>Exhibition logistics</b></p> <p><b>Group registration</b>  <b>Hotel accommodation</b></p>

## 1. Profile statistics of registered participants

ECNP requests participants or group coordinators to answer profile questions on the online individual registration form and in the Excel participant's overview in order to obtain their profile as parts of ECNP on-going attempts to improve its congress and better accommodate the needs and interests of the participants. Companies that organise a satellite symposium will receive the statistical outcome of the profile questions after the 30<sup>th</sup> ECNP Congress.

A participants list will not be available for companies. An e-mailing promoting the Industry sessions will be sent out by the registration secretariat CPO HANSER SERVICE about 4 weeks before the congress.

For the group coordinator it is mandatory to provide for each group participant their current affiliation, e-mail addresses and the mandatory profile questions

## 2. Online group registration requests

Group registration requests will be processed online only through the [online group registration form](#) and should be made through one contact person, hereinafter called group coordinator.

The deadline for submission of group registration requests is 10 July 2017.

The use of agencies by medical companies for logistical purposes is permitted, provided that the company informs the registration secretariat by filling out the [Agency reply form](#). The company remains responsible for the activities organised.

After 10 July 2017 group registration requests will not be accepted. Registrations after this date will be handled on an individual basis through the regular online individual registration form (please note that these individual registrations cannot be part of group pick-up).

The following information will be requested:

- The name(s), full address and contact details of the group coordinator and of the represented medical company (in case the group request is made by an appointed agency).
- The number and category of participants to be registered, the number of final programme booklets to be ordered, the number of ENP supplements to be ordered, the invoicing details and the group pick-up options.

Please note that it is the responsibility of the group coordinator to check the membership status and category of their group participants before registering them. The member registration fee is only applicable if your contribution for membership has been paid and your membership period includes the congress days. Please note that if you have not paid or you are not listed on the ECNP membership list, the organisers reserve the right to register you as a non-member and charge the corresponding fee.

### 3. Group registration booking

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.

The group registration becomes effective upon receipt of payment. It is possible to increase the number of participants of a group until 10 July 2017 through the personalised online group page ([see chapter 7](#)). Reductions in the number of participants are subject to the cancellation policy as specified in [chapter 12](#).

Deadline for submission of the full payment is 15 days after receipt of the invoice but no later than 10 July 2017.

### 4. Registration fees

Groups may benefit from the early registration fees by registering and paying their group participants prior to 15 April 2017.

Fees are quoted in euro (EUR) and per person. Payments in other currencies will not be accepted. The registration fees indicated below are per person and only applicable if both the registration form **and** payment are received on or before the deadline date; otherwise the next higher registration fee will be applied.

If you prefer for your group not to receive the printed programme booklets upon arrival at the congress, ECNP offers EUR 5 (including VAT) discount per participant on the registration fee. This can only be implemented for the whole group. Please tick on the form whether you want to include or exclude the booklet for your whole group.

#### 4.1 Early registration and payment

(on or before 15 April 2017)

		Excl. French VAT	Incl. French VAT
<b>Member*</b>	Normal	EUR 500.00	EUR 600.00
	Non-MD****	EUR 337.50	EUR 405,00
	CDE**	EUR 233.33	EUR 280.00
	Junior Scientist***	EUR 179.17	EUR 215.00
<b>Non-member</b>	Normal	EUR 666.67	EUR 800.00
	Non-MD****	EUR 504.17	EUR 605.00
	CDE**	EUR 304.17	EUR 365.00
	Junior Scientist***	EUR 250.00	EUR 300.00

#### 4.2 Standard registration and payment

(after 15 April until 15 August 2017)

		Excl. French VAT	Incl. French VAT
<b>Member*</b>	Normal	EUR 608.33	EUR 730.00
	Non-MD****	EUR 445.83	EUR 535,00
	CDE**	EUR 333.33	EUR 400.00
	Junior Scientist***	EUR 283.33	EUR 340.00

<b>Non-member</b>	Normal	EUR 775.00	EUR 930.00
	Non-MD****	EUR 612.50	EUR 735,00
	CDE**	EUR 404.17	EUR 485.00
	Junior Scientist***	EUR 354.17	EUR 425.00

### 4.3 On-site registration and payment

(after 15 August 2017)

		Excl. French VAT	Incl. French VAT
<b>Member*</b>	Normal	EUR 729.17	EUR 875.00
	Non-MD****	EUR 558.33	EUR 670.00
	CDE**	EUR 429.17	EUR 515.00
	Junior Scientist***	EUR 379.17	EUR 455.00
<b>Non-member</b>	Normal	EUR 829.17	EUR 995.00
	Non-MD****	EUR 725.00	EUR 870.00
	CDE**	EUR 500.00	EUR 600.00
	Junior Scientist***	EUR 450.00	EUR 540.00

\* The member registration fee is only applicable if your contribution for membership has been paid and your membership period includes the congress days. Please note that if you have not paid or you are not listed on the ECNP membership list, the organisers reserve the right to register you as a non-member and charge the corresponding fee.

\*\* Participants from CDE (Countries with economies defined as low-income, lower-middle-income and upper-middle-income, as well as those falling under the International Bank for Reconstruction and Development (IRBD) lending category, as defined by the World Bank). See list as published on the ECNP website.

\*\*\* A **Junior Scientist fee** will be given to persons matching ECNP's definition of a '[Junior Scientist](#)'. If you present a poster of which the abstract is approved for publication in the supplement to the journal *European Neuropsychopharmacology* your registration will be **free** (for junior scientists in Europe).

\*\*\*\* The non-MD fee applies specifically to those engaged in basic research. It excludes those with medical training.

**Junior Scientist in Europe:** Please note that if your abstract is not accepted for publication you will be invited to pay the Junior Scientist registration fee or you can cancel your registration by contacting the registration secretariat CPO HANSER SERVICE by [e-mail](#) within two weeks after receiving the message that your abstract has been rejected.

Participants applying for a Junior Scientist fee should provide a copy of their ID or passport and a copy of their student card or an official letter from the head of their department, university or institution. Please send the required information by [e-mail](#) to the registration secretariat, CPO HANSER SERVICE, immediately after submitting the online group registration form.

Participants will receive:

- **Congress material:**  
Programme booklet\*  
Certificate of attendance (digital)
- **Access to:**  
Scientific programme  
Industry sessions  
Exhibition  
Welcome reception
- **Coffee and Lunch on Sunday, Monday and Tuesday**

\* if you prefer not to receive a printed programme booklet upon arrival at the congress, ECNP offers EUR 5 discount on the registration fee.

The printed congress supplement to European Neuropsychopharmacology (ENP) is not included in the participant's registration fee and can be ordered at a price of EUR 55 (including 21% Dutch VAT) through the online registration form. The supplement will be sent by mail after the congress.

*On-site registration does not guarantee the availability of all congress material.*

## 5. Submission of participant names

Within a week after submitting the online group registration request, the group coordinator will receive a confirmation e-mail with the invoice and the [Agency reply form](#) (if applicable). The group coordinator will have access to the online group page that offers the possibility to provide the participants data and to make name changes (within the limit of the number of reserved registrations).

The participant data can either be entered directly into the web portal or an Excel file can be downloaded in order to import the complete data at a later stage.

It is mandatory for the group coordinator to submit full contact details of each registered participant. The list of participants should include the family name, first name, complete work address and personal e-mail of each participant.

Please note that the contact details provided at registration should be the personal or business contact details of each individual participant registering to attend the congress. If you are registering a participant on his or her behalf, please do not use your own contact details or the contact details of the company or institution that is inviting this participant. Please make sure you provide us with their correct e-mail address.

Group participants with incomplete contact details as outlined above cannot be registered until such information is provided. Details of the company or agency instead of the participant's details will not be accepted unless it is clearly specified that the company/agency employs the participant.

Please note that ECNP faculty members cannot be registered through a group. They are registered through the organising secretariat. They can, however, be part of a group for hotel accommodation and travel arrangements.

Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the registration secretariat cannot be held responsible in the event of a double registration.

Please note that if your group includes participants submitting an abstract, you need to upload their complete contact details before 1 April 2017, as the rule states that abstracts will only be reviewed if submitters have registered and paid upon submission of their abstract.

Deadline to upload the full list of group participants: 9 August 2017.

## 6. Group registration confirmation

Please note that the registration secretariat will not send individual registration confirmations to group participants. It is entirely the responsibility of the group coordinator to confirm registrations to the group participants. Therefore, the group coordinator will receive a registration confirmation for each participant with personal information and barcode at least two weeks prior to the congress. If no group pick-up has been arranged by the group coordinator, the participant will be able to pick up the badge on site as from Saturday 2 September 2017 at the pre-registration self-service desk by scanning the barcode. It is the responsibility of the group coordinator that the participants receive their registration confirmation with barcode.

## 7. Modification of existing groups

It is possible to increase the number of participants of a group until 10 July 2017 through the personalised online group page. Any additions to group registrations received between 15 April and 10 July 2017 will be charged the standard registration fee. After 10 July 2017, additional registrations can only be registered on an individual basis through the regular online individual registration form or on-site. Please note that these individual registrations cannot be part of the group pick-up and participants have to collect their badge individually, directly at the self-service desks during the registration opening hours from Saturday 2 September to Tuesday 5 September 2017, by scanning the barcode printed on the confirmation letter they will receive before the congress.

Please note that after submitting the online group registration request, reductions in the number of participants are subject to the cancellation policy as specified in [chapter 12](#). Changes of registration categories will not be accepted.

Changes in the group list (name changes only) are accepted at no additional fee until 9 August 2017 through the personalised online group page by the group coordinator, providing full contact details of the new participant to be registered (family name, first name, complete work address and personal e-mail address). From 10 to 23 August 2017 it is possible to make name changes with a handling fee of EUR 25 (including French VAT) per name change by sending an e-mail to the registration secretariat CPO HANSER SERVICE at [registrationsecretariat@ecnp-congress.eu](mailto:registrationsecretariat@ecnp-congress.eu) or by fax to +49-30-305 73 91. Payment is only possible by credit card or balance invoice. After 23 August 2017, any changes will be handled on-site only and a handling fee of EUR 25 (including French VAT) per change will be charged directly (cash or credit card). This handling fee is not refundable at any time. If required a balance invoice will be sent no later than 2 weeks after the congress.

No online changes will be possible after 9 August 2017, but the group coordinator will have access to the list of participants through the personalised online group page until 1 September 2017.

Furthermore, if a badge needs to be reprinted\* on-site due to a mistake in the list of participants provided by the group coordinator, the badge reprint will be invoiced to the group at EUR 25 (including French VAT) per reprint and payment has to be made directly on-site. This handling fee is not refundable at any time.

*\*including spelling mistakes, first name-last name inversion and name changes*

## 8. Letter of invitation for visa application

International participants may need a letter of invitation from the congress organisers in order to obtain an entry visa for France. The organisers will not be able to contact or intervene with the French Embassy or Consulate office abroad on your behalf. Participants should start the visa application process as early as possible and at least six weeks prior to their departure.

All participants must have registered and paid the required registration fees before requesting an official letter of invitation.

If letters of invitation are required, please indicate it at the time of the registration and enter passport number and date of birth of your participants in the excel document you will receive following your group registration. The letter of invitation will be sent by e-mail. Invitation letters will not be sent by mail. If an express delivery is required, the participant or group coordinator has to order a courier at own expense.

## 9. Group pick-up of congress badges for participants

By prior appointment group badges will be available for pick-up on-site at the group registration desk on Friday 1 September 2017 from 8.00 to 19.00. After this date, non-collected badges will have to be printed individually at the self-service desks during the registration opening hours from Saturday 2 September 2017 to Tuesday 5 September 2017.

When processing your group registration request on the [online group registration form](#) the registration secretariat will ask you to indicate whether you would like to use the possibility to pick up your badges on Friday 1 September 2017.

Only groups who have indicated their wish to benefit from a group pick-up appointment will be contacted by the registration secretariat two weeks prior to the congress in order to schedule an appointment for the collection of badges at the venue.

The registration secretariat will not be held responsible for delays or inaccuracies to group material, if appointments are not respected. The final list of group participants will be required during the appointment.

Any outstanding balance(s) of the total reserved number of registration fees must be paid in full prior to receiving a group appointment. On-site changes resulting in additional charges shall be paid by credit card.

If an appointment for group pick-up is not arranged, individual participants will be responsible for picking up their own badge at the self-service desks by scanning the barcode on the confirmation letter they have received from their group coordinator prior to the congress. The registration desks will be open as from Saturday 2 September 2017.

Group pick-up will only be possible on Friday 1 September 2017. After this date, badges will have to be collected individually at the self-service desks as from Saturday 2 September 2017, during the regular opening hours of the registration desks.

Please note that group pick-up is not possible for individual registrations.



## 10. Distribution of badges to group participants

Congress badges for the entire group will need to be picked up at the same time. No badges may be left nor returned at the group registration desk.

The group coordinator or the person picking up the congress badges must make their own arrangements to distribute badges to their group participants. The registration secretariat cannot be held responsible for badges that have been picked up by the group coordinator but have not been forwarded to group participants.

Please note that duplicate badges will not be issued individually for participants of a group who picked up their congress material, except in case of a lost badge ([see chapter 7](#)).

## 11. Hotel accommodation

CPO HANSER SERVICE has been appointed as the official housing agency for the 30<sup>th</sup> ECNP Congress in Paris, France.

A large number of rooms in various hotels in different price categories have been reserved by CPO HANSER SERVICE. The majority of the hotels are located in the city centre. The Palais des Congrès de Paris can be comfortably reached from all hotels by public transport.

CPO HANSER SERVICE has excellent hotel contacts in Paris which makes it possible to offer you the best available rates. To benefit from preferential rates for your group accommodation booking (10 rooms or more) please contact us without hesitation. Every effort will be made to meet your needs through customised offers.

To receive more information or to request a quote, please contact Claudia Günzl from CPO HANSER SERVICE or take a look at the [hotel reservation website](#):

CPO HANSER SERVICE  
Paulsborner Str. 44  
14193 Berlin  
Germany  
Telephone: +49-30-300 669-0  
Telefax: +49-30-305 73 91  
[registrationsecretariat@ecnp-congress.eu](mailto:registrationsecretariat@ecnp-congress.eu)  
<http://2017.ecnp.eu>

Please make sure that CPO HANSER SERVICE has received your hotel reservation request on or before 10 July 2017. Rooms are subject to availability and cannot be guaranteed after 10 July 2017.

## 12. Payment and cancellation policy registration

### 12.1 Payment terms and conditions

Full payment of the total reserved number of registrations must be paid 15 days after receipt of the invoice but no later than 10 July 2017. To benefit from the early registration fees, the payment should be made on or before 15 April 2017. Group registration requests will not be processed without having received full payment.

The invoice of the online group registration request will be sent by e-mail. The amount of the invoice is due within 15 days of issue. For invoices issued after 25 June 2017, payments need to be made before 10 July 2017 and the 15 days limit does not apply. For invoices issued after 10 July 2017 payments need to be made as soon as the invoice is received and the 15 days limit does not apply.

Payments should be made to the following bank account:

Account name: Stichting 30<sup>th</sup> ECNP Congress  
Bank Name: ING Bank (Maliëbaan 8, 3581 CM Utrecht, The Netherlands)  
IBAN: NL 64 INGB 0005 3001 12  
Swift/BIC code: INGBNL2A

The bank transfer must clearly state the name of the company and the invoice number. Please note that unidentified bank transfers cannot be processed. All applicable taxes and any bank charges are to be paid by the company/appointed agency. Payments by credit card will only be accepted for group registrations up to 20 participants. Payments for groups with more than 20 participants have to be made by bank transfer.

### 12.2 VAT

#### Group registrations

French VAT will be charged in accordance with European legislation.

#### ENP supplement

Dutch VAT will be charged in accordance with European legislation.

### 12.3 Cancellations

In the event of cancellation of registrations the following penalties will apply:

- Refund of fee minus an administrative fee of EUR 75 (excluding French VAT) for cancellations received on or before 10 July 2017
- No refund for cancellations made after 10 July 2017

It is not possible to cancel the programme booklets for your group if the choice has been made on submission to include the booklet in your registrations.

Refunds will be made after the congress.

## 13. Deadlines

<b>Group registration &amp; hotel reservation</b>	
01/04/2017	Deadline submission of poster authors and/or speakers of satellite symposia included in group registration (if applicable)
15/04/2017	Deadline for early registration. <i>Standard fees apply after this date</i>
10/07/2017	Guaranteed hotel reservations
10/07/2017	Deadline submission group registration requests & full payment of the total reserved number of registration fees.
10/07/2017	Deadline to increase number of participants
09/08/2017	Deadline to upload list of group participants full contact details through personal group page
09/08/2017	Deadline for name changes at no additional fee
10/08/2017 - 23/08/2017	Possibility to make name changes with a handling fee of EUR 25 (including French VAT) per name change. Payment by credit card or balance invoice only.
17/08/2017	Registration secretariat to issue a participants list for each group and send to group coordinator for approval.
17/08/2017	Last important information sent by the registration secretariat to group coordinator
23/08/2017	Deadline to submit name changes. After this date name changes will be handled on-site and charged EUR 25 (including French VAT) per change.
01/09/2017	Group registration desk open on-site for pick-up appointment (08.00-19.00).

<b>Cancellation group registration</b> (must be made in writing to the registration secretariat, CPO HANSER SERVICE)	
On or before 10 July 2017	Refund of fee minus administrative fee of EUR 75 (excluding French VAT)
After 10 July 2017	No refund

## 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://2017.ecnp.eu> by **10 July 2017**, 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 July 2017**.

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](mailto:registrationsecretariat@ecnp-congress.eu) by **10 July 2017**.

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 **9 August 2017**.

From **10 to 23 August 2017** it is possible to make name changes with a handling fee of EUR 25 (including French VAT) per name change. After this date name changes will be handled on-site and charged with EUR 25 (including French 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 1 September 2017**. 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 2 September 2017** 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.