



## GROUP REGISTRATION POLICY

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### Registration Fees (CHF)

Registration Fee Scientific Programme	Up to 15 May 2018	As from 16 May to 15 August 2018	As from 16 August 2018
ESRS Member*	CHF 375.-	CHF 495.-	CHF 555.-
ESST Member	CHF 315.-	CHF 435.-	CHF 495.-
Non-member	CHF 535.-	CHF 655.-	CHF 715.-
Student / Trainee Member**	CHF 205.-	CHF 260.-	CHF 320.-
Student / Trainee**	CHF 310.-	CHF 370.-	CHF 430.-

\* members will be checked upon registration

\*\* Students / Trainees will need to provide a proof (copy of student ID or written certification from employer confirming the trainee status). This document needs to be uploaded as pdf, jpg or word.doc during the online registration.

### Registration fees includes

- Attendance at all scientific sessions (except Teaching Courses)
- Pocket Programme (no final printed programme or abstract book available)
- Opening Ceremony
- Coffee breaks

### Teaching Courses on 25 September 2018 (including lunch)

Registration Fee Teaching Courses Including Lunch	Up to 15 May 2018	As from 16 May 2018
	Half-day course	Half-day course
Students	CHF 42.-	CHF 54.-
Non-students	CHF 59.-	CHF 71.-



## Guidelines

In order to proceed with your group registration, please log in / create a profile [here](#), then click on the tab “**group registration**”. First step is to select a package to purchase (please click on “buy contingent” for the required amount of registrations and other tickets if needed). You will receive a confirmation / invoice by email.

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer, which requires an additional admission fee of CHF 5, credit card payment requires an additional 2%. A different invoice address can be added separately.

Individual participant's data can be entered under “**add participants**” Please note that an individual email address for each participant is required. Once the entry of participant data is completed, the tickets (registration fees, teaching courses, etc) can be allocated to individual participants (click on “**Distribution**” to allocate the tickets).

The data must be completed by **15 May 2018** in order to guarantee the lower registration fees. Should you not use the full contingent until this deadline, the higher fees will apply automatically.

## Group Contract

There is the possibility to sign a group contract where you buy a package (“**buy contingent**”) for a defined number of participants until **15 May 2018** (early fees) / **15 August 2018** (intermediate fees). Full payment must be completed by that date to validate the contract. “Add participants” will be available as soon as full payment and the signed contract have been received (latest 15 May / 15 August 2018). The advantage of a group contract is that you have time to enter the participant data until **29 August 2018**. Free name changes are also permitted until that date.

For further information please contact [registration.esrs@congrex.com](mailto:registration.esrs@congrex.com).

## Cancellation Policy

- Refund of registration fees, less 25% administrative charges can be applied for in writing until 10 July 2018.
- No refund for cancellations after 10 July 2018
- For any name change, a fee of CHF 50 will be charged
- Please note that the registration fees have to be paid also in case of no show.

***If you do a no-name group contract, the cancellation policy of the contract applies!***

The group coordinator is liable to pay the registration costs as soon as she / he has registered participants for the congress.

If any delegates are not attending the conference but the cancellation policy was not respected the complete registration costs have to be paid.



**24th Congress of the European Sleep Research Society**  
Basel, Switzerland | 25–28 September 2018

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## **Group Pick-Up**

The opportunity of picking up the documents for your group in advance will be offered to you in order to facilitate the pre-registration procedure. In order to arrange your pick-up time you will be contacted 3-4 weeks prior to the congress.