



31ST EACTS ANNUAL MEETING
TERMS & CONDITIONS

**INDIVIDUAL
REGISTRATION**

**GROUP
REGISTRATION**



TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

REGISTRATION PROCEDURE

- Delegates may pre-register to the 31st EACTS Annual Meeting online **via their EACTS User accounts**
- Cancellation of a double booking is possible. An administration fee of 25% will be charged for this service.
- **EACTS members who have paid their subscription fees for 2017, BEFORE 01 July 2017 are entitled to discounted registration.** This registration is not transferable.
- EARLY fees are available to delegates who register and pay before 1 July 2017 only.
- LATE fees are available to delegates who register and pay from 2 July 2017 until 4 October 2017.
- Delegates registering at the Reduced or Concession fees must provide certification signed by their Chief of Department when registering on-line.
- After the 4 October deadline, you may still register online but you will be charged the on-site fees.
- **By completing the on-line pre-registration forms all Terms and Conditions within this document are accepted.**

SUBMISSION OF DELEGATE NAMES

Full correspondence details must be given to complete the booking.

Details of the sponsoring organisation or agency in place of the delegate's details are **NOT** acceptable. Registrations submitted without stating the above details WILL NOT be processed.

Please note that details provided may be used by EACTS and may be made available to exhibitors at the 29th EACTS Annual Meeting.

CONFIRMATION OF REGISTRATION

Confirmation of registration will be sent by email to the delegate (individual registrations only). Please ensure the email address is entered correctly in the pre-registration form. Delegates are requested to check the details of their booking and to let the EACTS Secretariat know immediately if there are any errors. There will be a charge of €25 for any changes requiring a reprint of the delegate badge on-site.

COLLECTION OF REGISTRATION DOCUMENTS

Registration will be open at ACV Vienna,

Friday 6 October	14:00 - 18:00
Saturday 7 October	07:00 - 19:00
Sunday 8 October	07:30 - 19:00
Monday 9 October	07:45 - 17:30
Tuesday 10 October	07:45 - 17:30
Wednesday 11 October	08:30 - 12:00

BADGES

All delegates will be provided with a registration confirmation in their EACTS account prior to the event. This confirmation will contain a barcode which should be printed out and brought with you to Vienna so that you can print out your badge.

- Spelling or literal changes to name badges on-site will be charged at €25.
- Registration is not transferable to another delegate on-site.
- For organisation and safety reasons, name badges must be worn at all times throughout the Annual Meeting.
- **A fee of €100 will be charged for the replacement of lost badges.**



CERTIFICATES OF ATTENDANCE

Certificates of attendance will be available in the delegates EACTS account after the meeting.

CANCELLATION

In the event of cancellation, the registration fee(s) less a 25% administrative charge will be refunded PROVIDED the cancellation is notified in writing and reaches the EACTS Executive Secretariat by 15 September 2017. Refunds will not be given for any cancellations after this date.

In the event of a double booking (where a delegate has made two registrations for the Meeting) the Secretariat must be notified in writing before 15 September 2017. The fee for the second booking will be refunded less a 25% administration charge. Refunds will not be given for double bookings after this date.

No-shows at the Meeting will be charged at the full fee. There will be no refund issued.

ALTERATIONS

Please inform the Secretariat immediately if there is an error in your acknowledgement or confirmation of booking.

Delegates may make additions to their registration at any time by accessing their EACTS account. Removing activities from your registration should be requested by emailing the EACTS Secretariat at registration@eacts.co.uk. Amendments to existing registrations will be subject to the following fees:

Transfer of Registration:

Not permitted.

Activity Change:

Fee as per cancellation fees for activity cancelled.

PAYMENT

No delegate materials will be given out until payment has been received (and cleared through the bank) in full.

- CREDIT CARD payments - American Express, Visa, and MasterCard.
- BANK TRANSFER payments:

Bank	Royal Bank of Scotland London Belgravia Branch 24 Grosvenor Place, London, SW1X 7HP United Kingdom
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Account Name	EACTS Trading Co Ltd
Account Number	EACTRA-EUR1 Number 10020440
Bank Code	16-10-70
Swift Code	RBOSGB2L
IBAN Number	GB81 RBOS 1610 7010 0204 40

Transfers made must be exempt of charges to EACTS. To identify your payment, you must mention the "delegate name / id number" and if possible "31AM".

The last date for payment by bank transfer is Friday 15 September 2017. After this date all payments must be by credit card.

CHEQUES ARE NOT ACCEPTED



GROUP TERMS & CONDITIONS

These Terms and Conditions govern exclusively the registration for and participation in the 31st EACTS Annual Meeting in Vienna, Austria by Companies on behalf of third parties

The word 'COMPANY' means the person, company, firm or other organisation, to which a Group Registration has been authorised by the Organisers and, in relation to any term or condition, shall include employees, contractors, sub-contractors, servants, agents, licensees or invitee of the Company. The word 'ORGANISERS' means 'EACTS TRADING COMPANY LTD'

A contractual relationship governed by these Terms and Conditions is entered into between EACTS TRADING COMPANY LTD with its registered office in EACTS House, Madeira Walk, Windsor, Berkshire SL4 1EU, United Kingdom and the Company

1. General

1.1 Groups of a minimum of 5 participants wishing to register and pay for the group of participants at the 31st EACTS Annual Meeting should follow the group registration procedure. Smaller numbers should be registered through the Third Party registration system.

1.2 Each third party/group must have a designated group leader

1.3 All communication for the third party/group will be via the group leader.

1.4 Third/party/Group registrations should be made through one contact person, the group leader, only.

1.5 Third Party/Group registration will be processed online through the EACTS User area. Instructions are available at [the EACTS website](http://www.eacts.org)

1.6 The group leader is responsible for ensuring that the registration instructions are adhered to.

1.7 The group leader is responsible for checking if details of the participant are already included in the database. Failure to do so will result in duplicate entries in the database and duplicate registrations.

1.8 The group leader having carried out the check in 1.7 must choose the correct fee. If a company pays a non-member fee for a participant who is subsequently found to be a member, the fee cannot be reversed.

1.9 The group registration process will not be finalised or group participants registered to the meeting until the Organiser has received full payment for all registrations in the group together with the signed contract.

1.10 New group registration is available on-site in Barcelona strictly during the following times. Companies will not be able to register a new group of participants outside of these times.

Saturday 7 October 2017	12:00-15:00
Sunday 8 October 2017	12:00-15:00

2. Group Registration Contract

2.1 The group registration becomes effective only upon receipt of the signed contract and full payment of all fees. When the signed contract is received and approved by the Organiser, reductions in the number of participants in the group will be subject to the cancellation policy. (See Cancellation 5.6)

2.2 Submission of the signed contract must take place 7 days after creation of the group registration but no later than 8 September 2017 allowing the Company time to pay outstanding invoices by 15 September 2017

(See 5.1)

2.2 Early registration fees are only available to those whose signed contract and full payment is received by the Organiser on or before 1 July 2017.

3. Registration and Registration fees

3.1 All fees shown in the table below are per person and are in Euro(s) inclusive of Austrian VAT at 10%. Currencies other than Euro are not acceptable.

3.2 Early registration fees are only applicable if both the signed group registration contract and full payment is received by Organiser by the due date otherwise the late registration fees will be applied.

3.3 From 5 October 2017 group registration is available at the onsite rate only

	Early: Until 1 Jul 2017	Late: 2 Jul-4 Oct 2017	On-site: From 5 Oct 2017
Annual Meeting (Sunday- Wednesday)			
EACTS Member*	€160	€330	€560
Non-Member	€600	€760	€870
Trainee/Allied Health Package ** (5 day package – Techno-College AND Annual Meeting)	€230	€310	€440
Additional Sessions Techno-College (Saturday)			
EACTS Member*	€130	€280	€280
Non Member	€550	€650	€710
Resident/Trainee	€110	€130	€160

*This category is for EACTS Members. Members are NOT automatically registered. Those with a completed EACTS membership application may also register within this category. To qualify for the reduced member registration fees, EACTS membership fees must have been settled by **01 July 2017**. Membership subscriptions settled after this date will have to pay the full Non-Member rate. All other participants will have to register as non-members.

**This category is for Residents/ Technicians / Perfusionists/ Students / Nurse & Physician Assistants. ^ See additional information below.

^A Important information for Trainee Fee, Residents, and Nurses applications: A letter/ certification signed by the Chief of Department of your eligibility status must be uploaded on application. Failure to produce this certification will result in the full registration fee being payable. Those registering on-site must bring a copy of this certification with them.

3.4 The registration system will automatically check the membership status of group participants. Member registration fees are applicable only when the member's subscription has been paid on or before 1 July 2017. When the member's subscription is unpaid the Non-Member fees will be applied. Revision of fee status will not be considered. (See 1.8)

3.5 Group participants applying for reduced fees (*Trainee package etc.) a letter/certification signed by the Chief of Department of their eligibility status must be uploaded **on application**. Without such evidence reduced fees will not be applied. Revision of fee status will not be considered. (See 1.8)

3.6 EACTS faculty members should not be registered through group registration. Faculty Members are registered by the Organisers. Faculty Members can, be part of a group for hotel accommodation and travel arrangements.

3.7 The Organiser will make every effort to identify duplicate registrations (whereby a participant in your group is either registered as an individual or registered in another group) and to inform the group leader accordingly. The Organiser cannot be held responsible in the event of a double registration.

4. Submission of Participant Details

4.1 The group leader is responsible for submitting complete contact details for each registered participant including the individual email address. The group leader may not substitute the email of the company as being the email of a registered participant.

4.2 Failure to submit the registrant's email and other relevant details, will negatively impact the Organiser's ability to complete the registration process of the group. In the absence of a correct individual email for each registered participant the Organiser will be unable to provide the participant with the following entitlements:

CME accreditation,
Certificate of attendance
Documentation relating to the meeting.

4.3 Certificates of attendance is available only in participants' accounts via the EACTS User Area after the 31st EACTS Annual Meeting. Certificates will be provided only to the participant and not to Group Leaders or any third party contact.

5. Payment & Cancellations Terms and Conditions

5.1 Payment of the total reserved number of registration fees must be paid in full in advance of the meeting upon signing the group registration contract and **no later** than 15 September 2017.

5.2 Invoice(s) for group registrations will be available on the group personal page.

5.3 Invoice must be paid within 14 days of the date of issue.
Invoices issued after 15 September 2017, must be paid immediately by credit card.

5.4 Payments should be made to the following bank account:

Bank	Royal Bank of Scotland London Belgravia Branch 24 Grosvenor Place, London, SW1X 7HP United Kingdom
Account Name	European Association for Cardio-Thoracic Surgery
Account Number	EACTRA-EUR1 Number 10020440
Bank Code	16-10-70
Swift Code	RBOSGB2L
IBAN Number	GB81 RBOS 1610 7010 0204 40

5.5 Transfers made **must be exempt of charges** to EACTS Trading Company Ltd. To identify your payment, you must mention the "Group Id / Group Name" and "31AM".

5.6 Cancellation requests must be sent in writing to the Organiser. The effective date of the cancellation will be the date that the written notification was received by the Organiser. Cancellation requests must indicate the bank account to which any refund can be remitted.

In the event of cancellation the following penalties will apply: Refunds will be made after the annual meeting

- Cancellations received on or before 15 September 2017 will be subject to non-refundable administrative fee of 25%
- Cancellations made after 15 September 2017 will not be refunded

6. Letter of Invitation for Visa Application

6.1 International attendees may require a letter of invitation from the Organiser in order to obtain a visa for entry into Austria. The Organisers will not contact or intervene with the Austrian Embassy or Consulate office abroad on behalf participants. Participants should start the visa application process as early as possible and at



least six weeks prior to their departure.

6.2 Participants who have registered and paid the registration fees in full will be issued with an official letter of invitation on request.

6.3 Group leaders with confirmed groups may print official letters of invitation letters for visa application for their registered group participants via their group registration page.

7. Confirmation of Registration

The Organiser will **not** issue individual registration acknowledgements to group participants.

Option A:

7.1 It is the sole responsibility of group leader to confirm registrations to group participants. Group leaders may not confirm such registrations to participants until the Organiser has confirmed that full payment has been received and the group registration process is complete. (See General 1.6)

Option B:

7.2 It is the sole responsibility of group leader to confirm registrations to group participants. The Organiser will issue an acknowledgement to the group leader via the group registration page for distribution to group participants.

8. Collection of Group Meeting Badges

Option A:

8.1 The Organiser will contact the group leader by e-mail two weeks prior to the meeting to schedule an appointment for the collection of badges at the venue. Appointments will be scheduled on Friday 6 October 2017 between 12.00 and 18.00.

8.2 All outstanding balance(s) of the total reserved number of registration fees must be paid in full prior to receiving a group appointment. Appointments will not be scheduled if full payment of registration fees and the Terms and Conditions of the group registration contract have not been met.

8.3 The group leader may purchase additional tickets during the scheduled appointment. Any additional charges resulting from onsite purchases should be paid by credit card. An invoice may be raised in exceptional circumstances for payment within 7 days.

8.4 Meeting badges for the entire group must be collected at the same time. No participant badges may remain with the Organiser or be returned to the group registration desk.

8.5 The group leader is responsible for distributing badges to all group participants. The Organiser cannot be held responsible for badges that have been collected by a group leader but have not been forwarded to group participants.

8.6 Duplicate badges will not be issued individually to participants of a group whose meeting badges have been issued to a group leader, except in case of a lost badge (applicable fee will be charged).

8.7 Where the group leader has not kept his scheduled appointment and collected participants' badges, individuals will be required to present at the self-service registration desks and get their meeting badges on payment of any outstanding fees

Option B:

8.9 The group leader will be responsible for distributing confirmations to individual group members. Confirmations are available in the group registration page to download once payment has been received.

8.10 Individual participants may collect their badge, at the registration self-service desks, by scanning the barcode printed on the confirmation. Self-service registration desks will be open from Friday 6 October 2017.