

**32<sup>nd</sup> EACTS Annual Meeting**  
**Milan, Italy, 18-20 October 2018**

EACTS House, Madeira Walk, Windsor, Berkshire, SL4 1EU, UK  
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**EACTS**  
European Association For Cardio-Thoracic Surgery

**32<sup>ND</sup> EACTS ANNUAL MEETING**  
**TERMS & CONDITIONS**

**INDIVIDUAL  
REGISTRATION**

**THIRD PARTY/  
GROUP  
REGISTRATION**



## TERMS & CONDITIONS - INDIVIDUAL REGISTRATION

### REGISTRATION PROCEDURE

- Participants should pre-register to the 32<sup>nd</sup> EACTS Annual Meeting online **via their EACTS User accounts** (<https://membership.eacts.org>)
- 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 2018, on or before 1 July 2018 are entitled to discounted registration.** This registration is not transferable.
- EACTS members who have registered at the Non-Member fee **cannot** have their fee reversed if they subsequently pay their subscription fees – **Please ensure you pay your subscription fee before registering for the meeting.**
- **EARLY** fees are available to participants who register and pay on or before **1 July 2018** only. Any Early registrations fees must be **paid in full by 8 July 2018** – any unpaid Early registration fees after this date will be **cancelled** and registration will have to be rebooked at the online fee.
- **ONLINE** fees are available to participants who register and pay from **2 July 2018** until **20 October 2018**.
- Participants registering at the Reduced or Concession fees **MUST** provide certification of their eligibility on official letterhead, both signed and stamped by their head of department when registering on-line. Eligibility verification may also be repeated on-site on collection of their badge.
- After the event opens (**18 October 2018**), you may still register **ONLINE** and receive the **ONLINE** fees.
- If you register at an **ON-SITE** desk in Milan, 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 a sponsoring organisation or agency in place of the participant'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 32<sup>nd</sup> EACTS Annual Meeting.

*\*During the exhibition an exhibiting company may ask to scan your badge to obtain your contact information. Only those delegates who submit to have their badge scanned will have their information passed to the exhibiting company. Contact Information is not passed to any other company*

### CONFIRMATION OF REGISTRATION

Registration Confirmations will be available to download by the participant from their EACTS User account. Participants 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 participant badge on-site.



### COLLECTION OF REGISTRATION DOCUMENTS

Registration will be open at MiCo Milan at the following times

Wednesday 17 October 14:00 - 18:00

Thursday 18 October 07:00 - 18:00

Friday 19 October 07:30 - 18:30

Saturday 20 October 07:30 - 18:00

### BADGES

All participants will be provided with a registration confirmation in their EACTS account after registration has been paid in full. This confirmation will contain a barcode which should be printed out and brought with you to Milan 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 participant 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 – there will be NO refunds for returned badges**

### CERTIFICATES OF ATTENDANCE

Certificates of attendance will be available to download 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 on or before **1 October 2018**. **Refunds will not be given for any cancellations after this date.**

In the event of a double booking (where a participant has made two registrations for the Meeting) the Secretariat must be notified in writing on or before **1 October 2018**. 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 registration confirmation.

Participants 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](mailto: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 participant 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
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 "32AM".

**The last date for payment by bank transfer is 1 October 2018. After this date ALL payments must be made online by credit card.**

**Any registration that is showing as UNPAID on-site in Milan must be paid in full by credit card before any badge will be issued – should evidence be provided after the event that a duplicate payment has been made then the on-site payment will be refunded in full.**

#### **CHEQUES ARE NOT ACCEPTED**

#### **LETTER OF INVITATION FOR VISA APPLICATION**

International attendees may require a letter of invitation from the Organiser to obtain a visa for entry into Italy. The Organisers will not contact or intervene with the Italian 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.

Participants who have registered and paid the registration fees in full can download an official letter of invitation from their EACTS account.





## TERMS & CONDITIONS – THIRD PARTY/GROUP REGISTRATIONS

These Terms and Conditions govern exclusively the registration for and participation in the 32<sup>nd</sup> EACTS Annual Meeting in Milan, Italy 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. Administrators wishing to register and pay for any number of participants at the 32<sup>nd</sup> EACTS Annual Meeting should follow the online Third Party/Group Registration procedure. ([click here for instructions](#))
- 1.2. Each Third Party/Group Registration must have a designated group leader
- 1.3. All communication for the Third Party/Group Registration will be via the group leader.
- 1.4. Third Party/Group Registration should be made through one contact person, the group leader, only.
- 1.5. The group leader is responsible for ensuring that the registration instructions are adhered to.
- 1.6. 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
- 1.7. **The group leader having carried out the check in 1.6 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.**
- 1.8. The Third Party/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.
- 1.9. New group registration is available on-site in Milan strictly during the following times. Companies will not be able to register a new group of participants outside of these times.

Thursday 18 October 2018	12:00-15:00
Friday 19 October 2018	12:00-15:00



## 2. Registration and Registration fees

- 2.1. All fees shown in the table below are per person and are in Euro(s) inclusive of Italian VAT at 22%. Currencies other than Euro are not acceptable.
- 2.2. It is permitted to purchase a block of 'unassigned' tickets – participants can be assigned to these tickets at any time before and during the meeting – **no refunds will be given to any unassigned paid tickets**
- 2.3. Early registration fees are only available to those who have booked the fees on or before **1 July 2018**. Any Early registration fees (assigned or unassigned) must be **paid in full by 8 July 2018** – any unpaid Early registration fees (assigned or unassigned) after this date will be **cancelled**.
- 2.4. After the event opens (18 October 2018), you may still register **ONLINE** and receive the **ONLINE** fees - If you make any registrations at an **ON-SITE** desk in Milan, you will be charged the **ON-SITE** fees.

	Early: Until 1 Jul 2018	Online: 2 Jul-20 Oct 2018	On-site: From 17 Oct 2018
EACTS Member *	€400	€500	€600
Non-Member	€850	€990	€1200
Trainee/Allied Health #	€180	€250	€350

*Your registration fee includes access to ALL scientific sessions Thursday-Saturday and entrance to the exhibition Thursday-Saturday.*



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 **1 July 2018**. 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.  
**Important information** for Trainee/Allied Health registrations: Participants registering at the Concession fees **MUST** provide certification of their eligibility on official letterhead, both signed and stamped by their head of department when registering on-line. Eligibility verification may also be repeated on-site on collection of their badge.

- 2.5. 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 2018. When the member's subscription is unpaid the Non-Member fees will be applied. **Revision of fee status will not be considered.** (See 1.7)
- 2.6. Group participants registering at the Reduced or Concession fees **MUST** provide certification of their eligibility on official letterhead, both signed and stamped by their head of department when registering on-line. Eligibility verification may also be repeated on-site on collection of their badge. Without such evidence reduced fees will not be applied. **Revision of fee status will not be considered.** (See 1.7)
- 2.7. 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.



- 2.8. 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.

### 3. Submission of Participant Details

- 3.1. The group leader is responsible for assigning participants to tickets and submitting complete contact details for each newly registered participant including their **unique individual email address**. The group leader may not substitute the email of the company as being the email of a registered participant.
- 3.2. Failure to submit the registrant's correct email and other relevant details, will negatively impact the registered participant as the Organiser will be unable to provide the participant with the following entitlements:
- CME accreditation,
  - Certificate of attendance
  - Documentation relating to the meeting.
- 3.3. Certificates of attendance are available only in participants' EACTS user accounts after the 32<sup>nd</sup> EACTS Annual Meeting. Participants can only access their EACTS user account with their email address. Certificates will be provided only to the participant and **NOT** to Group Leaders or any third-party contact.

### 4. Payment & Cancellations Terms and Conditions

- 4.1. Payment of the total registration fees must be paid in full in advance of the meeting
- 4.2. Payment Demand/Invoice(s) for group registrations will be available on the third party/group leaders personal page.
- 4.3. Payment Demands must be paid within 14 days of the date of issue. Any Early registration fees must be paid in full by **8 July 2018**.
- 4.4. Payment Demands issued after **1 October 2018**, must be paid immediately by credit card.
- 4.5. 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

- 4.6. 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 "32AM".
- 4.7. Any registration that is showing as UNPAID on-site in Milan must be paid in full by credit card before any badge will be issued – should evidence be provided after the event that a duplicate payment has been made then the on-site payment will be refunded in full.
- 4.8. 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. Cancellations received on or before **1 October 2018** will be subject to a non-refundable administrative fee of 25%. **Refunds will not be given for any cancellations after this date**



## 5. Letter of Invitation for Visa Application

- 5.1. International attendees may require a letter of invitation from the Organiser to obtain a visa for entry into Italy. The Organisers will not contact or intervene with the Italian 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.
- 5.2. Group leaders may print official letters of invitation letters for visa application for their registered group participants via their group registration page in their EACTS User account.

## 6. Confirmation of Registration

It is the responsibility of group leader to confirm registrations to group participants. The group leader must download and distribute the registration confirmation to their group participants. The registration confirmation is available once participants have been assigned to tickets and payment has been received.

## 7. Collection of Meeting Badges

**ALL BADGES MUST BE COLLECTED BY THE INDIVIDUAL PARTICIPANT – GROUP LEADERS CANNOT COLLECT BADGES ON BEHALF OF THEIR GROUP**

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 Wednesday 17 October 2018.

**All outstanding balance(s) of the registration fees must be paid in full prior to your participant collecting their badge.**

**Any registration that is showing as UNPAID on-site in Milan must be paid in full by credit card before any badge will be issued – should evidence be provided after the event that a duplicate payment has been made then the on-site payment will be refunded in full.**