

**BLANK LIST GROUP PRE-REGISTRATIONS POLICY**  
56th ERA-EDTA Congress, June 13-16 2019, Budapest, Hungary

IMPORTANT: all those who book and pay for a blank list group for the Congress membership pre-registration, automatically accept and agree with all the rules mentioned below.

**Overall information.**

The following set of rules applies only to companies that register at least 10 participants within March 27, 2019 at the special rate independently of the ERA-EDTA membership category (A-B and category C <http://web.era-edta.org/benefits>).

Please check <http://www.era-edta2019.org/registrations> for fees and deadlines.

The conditions to register a blank list are:

- registering at least 10 delegates;
- making the booking and payment **within March 27, 2019**;
- providing the definitive names and full details of each participant **within May 29, 2019**.

**Bookings.**

- Must be made through the online pre-registration form by choosing the "Group" option and then the "Blank list group pre-registration" one.
- Companies that book a blank list without completing the payment by the set deadline will be cancelled.
- The blank group Congress membership fee is EUR 460.00 (June 14-15-16) or EUR 500.00 (June 13-14-15-16) per person. **The fee of EUR 500.00 per person includes the CEPD courses on June 13.**

**CEPD (Continuing Education and Professional Development) on June 13, 2019.**

<http://www.era-edta2019.org/cepd> .

- If you register your group or some participants of your group to the CEPD courses that will be held on June 13, paying EUR 500.00, you must choose the CEPD course/s your guests will attend (max 2 courses) directly from the group Congress restricted area <http://www.registration.era-edta2019.org/ra/login.php> (username and password received by email after the online procedure was finalised) within June 7, 2019. Within this same date it is also possible to eventually change the already chosen CEPD courses.
- Note that the availability of the CEPD courses are on a first-come first served bases, this means that the sooner you book the CEPD courses for your guests, the better chances they will have to participate.
- **How can you do this?** As soon as you have the names of the participants to the CEPD courses upload the list from the group Congress restricted area <http://www.registration.era-edta2019.org/ra/login.php> and select the CEPD course/s. You can change/cancel the CEPD courses selected by June 7, 2019.
- After June 7, 2019, CEPD booking will be closed and any changes can only eventually be made directly onsite at the "CEPD" desk at Hungexpo in Budapest starting from June 12 at 11.00 and this change is subject to a fee of EUR 20.00.
- Note also that once the CEPD badge is printed, you can still change the CEPD courses already chosen subject to a fee of EUR 20.00 by going directly to "CEPD" desk at Hungexpo.

- If you wish to add CEPD courses for some delegates at a later stage after you have already finalised the registration procedure and for whom you paid EUR 460.00 each , but still within June 7, 2019, you can still do this by accessing your group Congress restricted area <http://www.registration-era-edta2019.org/ra/login.php> and paying (only by credit card) the difference of EUR 40.00 per person. After June 7, 2019, if a guest wants to attend CEPD courses, you have to pay a 1-day registration: this can only be done onsite at "New Registration" desk at Hungexpo starting from June 12, 2019 or online <http://www.era-edta2019.org/registrations>
- It will be your responsibility if a guest wants to change the CEPD already selected after June 7, 2019 or after the badge printing.

### **Paying options.**

Payments can be made by:

- Credit card: Visa, MasterCard and American Express only.
- Bank transfer.

We regret to confirm that we do not accept payments by bank cheque.

Payments by bank transfer (net amount, no charges for ERA-EDTA) can be made to the following bank account:

### **How to pay by bank transfer.**

**Beneficiary: European Renal Association – European Dialysis and Transplant Association**

**Bank name: UBS AG**

**Address: 45 Bahnhofstrasse, CH-8098 Zuerich Switzerland**

**Account number: 0236.473.242.60 E**

**BIC/SWIFT: UBSWCHZH80A**

**IBAN CH75 0023 6236 4732 4260 E**

- A copy of the bank transfer receipt must be sent by email ([registrations@era-edta.org](mailto:registrations@era-edta.org)), as soon as online registration has been processed and no later than March 27, 2019.
- Congress Membership will not be confirmed until the payment is received.
- ERA-EDTA must receive the bank transfer by the set deadlines.
- Due to the fact that this Congress is an education initiative for professionals, provided by a charity, it is not subject to VAT and only receipts of payment, not invoices, can be issued. All payments must be made in EUR only.
- The name of the company and registration id code must be specified in the payment reason, when ordering the bank transfer. This will ensure that your payment is correctly received and matched with your registration; please note that unidentified bank transfers will not be processed.
- Bank fees are the sole responsibility of the participant/company and should be paid in addition to the registration fees.

**Request of payment:** if you need an official request of payment in order to transfer the amount due, you must click the proper checkbox during the online procedure. Then you can download the document from your group Congress restricted area (username and password will be sent by email

after submitting the online registration). If you did not do this, please contact ERA-EDTA ([registrations@era-edta.org](mailto:registrations@era-edta.org)) immediately.

**Receipts** are not sent automatically. If you need one, remember to tick the appropriate box in the online registration form. You can download the receipt from your group congress restricted area (username and password will be sent by email after submitting the online registration).

If you did not do this, please contact ERA-EDTA ([registrations@era-edta.org](mailto:registrations@era-edta.org)) immediately.

### **How to upload your guest list.**

- After the online booking has been confirmed (this must be done by March 27,2019), you will receive an e-confirmation letter by e-mail, in which you will find your group Congress restricted area credentials and the link to download the appropriate form (excel format): save this form/file on your pc and fill it in with your guests' details as indicated.
- When you are ready to upload your guest list in the online procedure, please access your Congress restricted area and click on the "Guest submission" box.
- Only after submitting your list will you be able to download the confirmation letters for you guests necessary to pick up the badge and bag onsite.
- Please note that the system will accept only the specific pre-booked number of guests or less, but not more. For example, if you have booked 15 guests and you then send the excel file with 16, the system will not accept the 16th guest.
- The email address of each guest must be inserted in the list: we cannot accept the email addresses of the agency and/or sponsor furthermore, the email addresses cannot be the same for all guests.
- After May 29, 2019 you will no longer be able to access the online form therefore it will not be possible to upload and complete your pre-registration blank list to the Congress after this date.

### **Confirmation letters.**

You can download the confirmation letters for your guests directly from your group Congress restricted area. The **confirmation letter** is the only official document that certifies the registration and this document will be requested onsite, in order to receive the badges and meeting material.

### **Deadlines and Name changes.**

It is possible to make name changes from your group Congress restricted area <http://www.registration.era-edta2019.org/ra/login.php> and to provide new names until May 29, 2019.

We cannot accept name changes and/or new names (even if the total amount of guests has not been reached) after May 29, 2019.

Do not forget that if you have paid EUR 500.00 per person, you must choose the CEPD course/s your guests will attend (max 2 courses) directly from the group Congress restricted area within June 7,2019 (see the paragraph CEPD above).

### **Cancellations and Refunds.**

- Only cancellations up to 10% of the Congress membership fees will be refunded in full.
- Claims regarding refunds can be processed only at the end of the Congress, in order to ascertain that the cancelled registered delegates have not attended the event and collected

their congress materials. Refunds will not be issued if the Congress membership has been used.

## **Badge & Bag.**

Please remember to bring the confirmation letters for each of your guests in order to then scan the barcode printed in these letters so that you can then print your guests' badges at "Badge print and Bag distribution" desk at Hungexpo in Budapest, starting from June 12 at 11.00.

PLEASE DOWNLOAD THE CONFIRMATION LETTERS FROM YOUR GROUP CONGRESS RESTRICTED AREA.

All communications will be sent to the company contact person mentioned above and not to the guests, to any third parties or company branches. This person will be held responsible of distributing the congress materials to each registered guest. If the contact person prefers to not collect the badges on behalf of the group, she/he is responsible for giving each guest the confirmation letter with the barcode so that the individual guest can then print his/her badge onsite.

The reprint of lost or forgotten badges costs EUR 20

- Sponsors that handle large quantities of congress materials must provide for its transport and storage. Leaving bulky materials in the public areas of the congress centre is strictly forbidden.

## **Information on how to fill in the Excel spreadsheet.**

1-Fill in all details requested for each guest.

2-Please do not use diacritic characters (Ö,Ç,Ø,ç, etc) since the system does not accept them (errors).

3-The following fields are mandatory: title, first name, last name, age, prescribing professional, present position, city, country, email of each participant, Congress membership status, area of interest and CEPD courses (Yes/No).

4- We cannot accept the email address of the agency/sponsor for all guests.

5-The sheet must be saved as an .xls or .xlsx file.

6-The registration system will allow the upload of the original excel list only. Do not modify the file or use different wording for mandatory details.

## **FAQs**

### **1-I cannot upload my list. What can I do?**

Please check the paragraph "Information on how to fill in the excel sheet". If none of the above answers your problem, please contact the Registration Dept with the full details, clearly mentioning the error result you receive.

Please also provide a screenshot of the error you receive

### **2-I cannot find my group Congress restricted area credentials. Where can I find them?**

You can find your credentials printed in the e-confirmation that you will have received after the confirmation of your online registration.

### **3- I have to cancel a guest in my list and substitute it with another one. Can I change the name?**

Yes, if you do it directly from your group congress restricted area before May 29, 2019.

No, if you do this after May 29, 2019.

### **4-I will not use all my blank list booking: can I have a reimbursement?**

Yes. You will be reimbursed according to the cancellation policy.

**5-Can you deliver the badges of my guests before the Congress?**

No, you have to pick up the badges for your guests directly onsite at the Hungexpo in Budapest starting from June 12 at 11.00.

**6-Are lunches included in this fee?**

No, they are not included.

**7-I have booked and paid for 10 guests and so far I have submitted 8 names, and now I want to add a new guest to my list before the deadline. How can I do this?**

You can update the list of your guests using the appropriate form/list with your new guests directly from your Congress restricted area (within May 29).

**8-My list is still not complete: can I add more guests after the deadline of May 29?**

No, after the deadline, the registrations are considered as final and complete. You can register your new guests online by paying by credit card or directly on-site starting June 12, 2019 at the Hungexpo in Budapest.

The unused registrations can be reimbursed according to the cancellation policy.

**9-I want to book and pay for more blank list registrations, but the deadline of March 27 has expired. Can I add more guests to my blank list?**

No, you will have to book a new group registration (if you have 3 or more guests) and follow the regular registration rule policy.

**10- I have booked 10 blank registrations at EUR 460.00 each without CEPD courses on June 13. Is there the possibility to add the CEPD courses for some of the delegates at a later stage?**

Yes, if you wish to add the CEPD courses on June 13 for some of your delegates at a later stage after the registration has already done (for which you paid EUR 460.00 for each person), you can do this accessing your Congress restricted area <http://www.registration.era-edta2019.org/ra/login.php> and paying (only by credit card) the difference of EUR 40.00 per person within June 7. After June 7, 2019, if a guest wants to attend CEPD courses, you have to pay a 1-day registration: this can only be done onsite at "New Registration" desk at Hungexpo starting from June 12, 2019 or online <http://www.era-edta2019.org/registrations>

You still haven't found an answer to your question? Contact us at [registrations@era-edta.org](mailto:registrations@era-edta.org)