



Brussels, October 2011

Dear Sir/Madam,

Thank you for your interest regarding group registration for the 25<sup>th</sup> ECNP Congress, which will be held at the Austria Center Vienna, 13-17 October 2012, Vienna, Austria.

The organising secretariat, Colloquium Group will run most of the logistical and operational aspects of the congress and will manage group registrations.

Please find enclosed the group registration information for the 25<sup>th</sup> ECNP Congress, including detailed information about the group registration procedure and the main policies and deadlines which will help you in the preparation of your group's participation at the congress.

Please note: group registration is only open to companies exhibiting or organising a satellite symposium at the 25<sup>th</sup> ECNP Congress.

The online group registration request form is published on the ECNP Congress website at <a href="https://www.ecnp-congress.eu">www.ecnp-congress.eu</a> and the deadline for submission of group registration requests is 1 July 2012.

You will find the group registration summary sheet with important dates and deadlines at the end of this document. Please note that deadlines mentioned in this document are to be respected.

If applicable, please complete the <u>agency reply form</u> on time in order to make sure that your requirements will be fulfilled.

To obtain consultation and support for your group registration requirements, please do not hesitate to contact us at +32 2 777 01 88 or via e-mail at <a href="mailto:organisingsecretariat@ecnp-congress.eu">organisingsecretariat@ecnp-congress.eu</a>

We look forward to welcoming your group at the 25<sup>th</sup> ECNP Congress.

# 25<sup>th</sup> ECNP Congress organising secretariat Colloquium Group

Caroline Dubreucq Project Manager

## **Colloquium Group**

6 Avenue E. Van Nieuwenhuyse 1160 Brussels, Belgium T: +32 2 777 01 88 F: +32 2 779 59 60 organisingsecretariat@ecnp-congress.eu

www.ecnp-congress.eu





# **GROUP REGISTRATION INFORMATION 25<sup>th</sup> ECNP CONGRESS**

13-17 October 2012, Vienna, Austria

**Published: October 2011** 

For all questions regarding group registration, please contact the organising secretariat:

## **Colloquium Group**

6 Avenue E. Van Nieuwenhuyse 1160 Brussels, Belgium T: +32 2 777 01 88 (Hotline in Brussels) F: +33 1 44 64 15 16 (Direct fax for registration in Paris)

organisingsecretariat@ecnp-congress.eu www.ecnp-congress.eu





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## 1. GENERAL INFORMATION

## 1. a Contact details organising secretariat

Registration department

T: +32 2 777 01 88 (Hotline in Brussels)

F: +33 1 44 64 15 16 (Direct fax for registration in Paris)

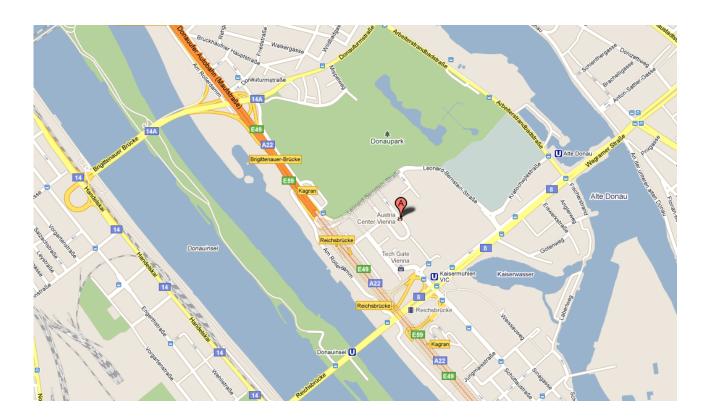
organisingsecretariat@ecnp-congress.eu

# 1.b Congress venue

The 25<sup>th</sup> ECNP Congress will be held at the Austria Center Vienna, Austria. ACV is the largest conference centre in Austria with a total capacity of 9.500 persons, 14 large meeting rooms and 170 additional rooms. The congress venue is located in the most modern part of Vienna, only a few minutes away from the city center by underground or by taxi. The drive from the airport takes about 25 minutes.

#### **Address**

Austria Center Vienna (ACV) Bruno Kreisky Platz 1 A - 1220 Vienna Austria www.acv.at



#### 1.c Group status

Pharmaceutical companies or their appointed agencies wishing to register and pay for groups of participants at the 25<sup>th</sup> ECNP Congress should follow the group registration procedure below.

Group registration is only open to companies exhibiting or organising a satellite symposium at the 25<sup>th</sup> ECNP Congress.

A minimum of 10 participants for whom the company will pay the registration fee is required to qualify for group status. Smaller numbers should be registered through the online individual registration form at www.ecnp-congress.eu.

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

#### 1.d Appointed agencies

The use of agencies of your choice for logistical purposes is permitted, provided the pharmaceutical company informs the organising secretariat, Colloquium group, through the <u>agency reply form</u>, of the name of the appointed agency and which activities it will perform. Please note that the company remains responsible for the activities organised by the appointed agency.

Group registration requests from agencies that have not been appointed through the agency reply form will not be processed.

# 1.e Online group registration requests

Group registration requests will be processed online only. The online group registration request form is published on the ECNP Congress website at <a href="https://www.ecnp-congress.eu">www.ecnp-congress.eu</a>.

#### The deadline for submission of group registration requests is 1 July 2012

#### 1.f Disclaimer

For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the 25<sup>th</sup> ECNP Congress and/or its agent Colloquium Group and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the 25<sup>th</sup> ECNP Congress. The participants shall not be entitled to any compensation for damages that result from such alteration or cancellation.

Furthermore, with the exception of any wilful damage or gross negligence committed by the 25<sup>th</sup> ECNP Congress and/or its agent Colloquium Group and/or its agents, neither the 25<sup>th</sup> ECNP Congress nor its agent Colloquium Group and/or its agents shall at any time be liable for any direct or indirect damage suffered by the participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

#### 2. CONGRESS INFORMATION

#### 2.a Scientific programme

The programme consists of:

- 1 keynote session (KS)
- 6 plenary lectures (PL)
- 4 tracks with 7 symposia each (S)
- 1 educational track (E)
- 3 poster sessions (P)
- 9 brainstorming sessions (BS)

#### Preliminary overview of the daily schedule

SCIENTIFIC PROGRAMME						
Hours	Saturday 13-Oct	Sunday 14-Oct	Monday 15-Oct	Tuesday 16-Oct	Wednesday 17-Oct	
07.45 - 08.45		Brainstorming so	esions			
09.00 - 10.40	-	Parallel Tracks (	Brainstorming sessions			
09.00 - 11.05	-	T drailor Tracke (	<u> </u>		Parallel Tra	acks
10.40 - 10.50		Presentation trav	Presentation travel awards (T)			
11.00 - 11.45		Plenary lectures (PL)				
11.45 - 13.30		Poster sessions (P) and coffee & lunch				
12.30		Presentation poster awards				
13.30 - 14.15		Plenary lectures (PL)				
14.30 - 16.10		Parallel tracks (S	8&E)			
18.00 - 19.15	Keynote session					
19.15 - 20.45	Welcome reception					

## 2.b Types of presentations

## **Brainstorming sessions (BS)**

Small focused sessions organised by ECNP members on a topic of their choice.

The organiser of the session and a second expert in that specific field of interest will initiate the discussion.

#### Educational update sessions (E)

Parallel to the scientific symposia, a fifth track consists of educational update sessions. These sessions focus on a continuous dialogue between the participants and the presenters. Different angles of a subject are discussed and state-of-the-art summaries are provided, with emphasis on new information relevant for clinical practice. A 'key pad' system is used to make the sessions more interactive

#### **Keynote session (KS)**

The 25th ECNP Congress will be opened with a lecture on a topic of high interest to the all congress participants by a world renowed speaker. This year the keynote lecture will be presented by Prof.Dr Colin Blakemore, United Kingdom. In addition, the 2012 ECNP Neuropsychopharmacology Award, the 2012 ECNP Lifetime Achievement Award and the 2012 ECNP Fellowship Awards will be presented.

Following the Keynote session, participants will be invited to the welcome reception held at the Austria Center Vienna where they will have the opportunity to meet and interact with colleagues in a pleasant environment. Access to this event is included in the registration fee.

#### Plenary lectures (PL)

Plenary lectures are presented by well-known senior scientists. Six plenary lectures are scheduled, one of which is given by the winner of the ECNP Neuropsychopharmacology Award.

#### Poster sessions (P)

Poster sessions are held Sunday until Tuesday from 11.45-13.30. The posters are grouped in eight topics. Two or three topics are displayed every day. During the poster sessions lunch will be available.

#### Scientific symposia (S)

Scientific symposia are divided into four tracks:

- Treatment track: evidence-based treatment
- Clinical research track: clinical research issues
- Interface track: link between preclinical and clinical research
- Preclinical track: preclinical research\*

One symposium of each track is scheduled in parallel. In each symposium, four speakers present on a specific topic. The following symposia are fixed for every congress:

#### Young Scientists Award symposia

Two fixed symposia, one scheduled in the preclinical track and one in the interface track. In contrast to the other symposia, eight speakers per symposium are selected from the poster presenters at the ECNP Workshop on Neuropsychopharmacology for Young Scientists in Europe that is held every year in March in Nice, France.

#### 2.c Satellite symposia

During the 25<sup>th</sup> ECNP Congress 30 slots are available for satellite symposia of one hour and 45 minutes each. More information about satellite symposia (application deadline 15 November 2011) is published in the ECNP Industry Guidelines.

#### 2.d Registration fees

Groups may benefit from the early registration fees by registering and paying their group participants prior to 15 March 2012.

The prices indicated below are per person and only applicable if both the group registration contract duly signed **and** full payment are received on or before the deadline, otherwise the next higher registration fees will be applied.

<sup>\*</sup> After preclinical track symposia, delegates can meet the speakers at the scientific café.

Prices are quoted in euro (EUR). Payments in other currencies will not be accepted.

Fees are quoted in euro (EUR) and per person. Payments in other currencies will not be accepted. The registration fees indicated below are 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.

#### Early registration and payment

(on or before 15 March 2012)

		Excl.	20% VAT	Incl.	20% VA	Τ
Member*	Normal	EUR	441.67	EUR	530.00	
	CDE**	EUR	200.00	EUR	240.00	
	Young Scientist***	EUR	150.00	EUR	180.00	
Non-member	Normal	EUR	658.33	EUR	790.00	
	CDE**	EUR	300.00	EUR	360.00	
	Young Scientist***	EUR	250.00	EUR	300.00	

#### Late registration and payment

(after 15 March until 30 September 2012)

		Excl.	20% VAT	Incl. 20% VAT
Member*	Normal	EUR	550.00	EUR 660.00
	CDE**	EUR	308.33	EUR 370.00
	Young Scientist***	EUR	258.33	EUR 310.00
Non-member	Normal	EUR	770.83	EUR 925.00
	CDE**	EUR	400.00	EUR 480.00
	Young Scientist***	EUR	350.00	EUR 420.00

# On-site registration and payment

(after 30 September 2012)

		Excl. 2	20% VAT	Incl.	20% VAT
Member*	Normal	EUR 6	658.33	EUR	790.00
	CDE**	EUR 4	410.00	EUR	492.00
	Young Scientist***	EUR 3	358.33	EUR	430.00
Non-member	Normal	EUR 8	829.17	EUR	955.00
	CDE**	EUR 5	500.00	EUR	600.00
	Young Scientist***	EUR 4	450.00	EUR	540.00

<sup>\*</sup> The member registration fee is only applicable if your yearly contribution for membership has been paid. 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.

- Age limit: 35 years at the start of the congress and
- Pre-doctoral or doctoral student or
- Post docs within the first four years of employment at a university or scientific institution after having received their PhD or
- Residents or MD's in training within the first five years after becoming MD.

Participants applying for a Young 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 requested information to <a href="mailto:organisingsecretariat@ecnp-congress.eu">organisingsecretariat@ecnp-congress.eu</a> immediately after submitting the online registration form.

<sup>\*\*</sup> Participants from CDE (Countries with Developing Economies - World Bank List - August 2011).

<sup>\*\*\*</sup> A Young Scientist fee will be considered if:

#### Participants will receive:

- Congress bag:
  - o Final programme and poster sessions booklet
  - Notepad and pen
- Access to:
  - o Scientific programme
  - Satellite symposia
  - Exhibition
- Welcome reception
- Lunches and refreshments
- Certificate of attendance
- · Public transport tickets, valid between the city and the congress venue during the congress period

The printed congress supplement to *European Neuropsychopharmacology* (ENP) can be ordered at a price of EUR 27,27(excluding 10% VAT) through the online registration form.

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

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.

#### 2.e Hotel reservations

Colloquium Group has been appointed as the official housing agency for the 25<sup>th</sup> ECNP Congress in Vienna, Austria. For detailed and useful information on all pre-selected hotels, including photos, access map, location, distance from congress venue and prices please contact the organising secretariat via <u>e-mail</u> or +32 2 777 0188

For group accommodation (10 rooms or more), Colloquium Group has blocked hotel rooms in various price categories.

For more information please contact Colloquium Group:

Colloquium Group
Accommodation department
T: +32 2 777 01 88
organisingsecretariat@ecnp-congress.eu
www.ecnp-congress.eu

Please make sure that Colloquium Group has received your hotel reservation request on or before 15 June 2012. Rooms are subject to availability and cannot be guaranteed after 15 June 2012.

#### 3. GROUP REGISTRATION PROCEDURE

#### 3.a Group registration request

Group registration should be made through one contact person, hereinafter called group coordinator.

Please note that the deadline for submission of group registration requests is 1 July 2012.

All new group registration requests after 1 July 2012 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, full address and contact details of the group coordinator and of the represented pharmaceutical company (in case the group request is made by an appointed agency)
- The number and type of participants to be registered, the number of tickets for special events to be reserved as well as the invoicing details

Please note that it is the responsibility of the pharmaceutical company or its appointed agency to check the membership status of their group participants before registering them. The member registration fee is only applicable if the yearly contribution for membership has been paid. Please note that if this has not been paid or if a participant is not listed on the ECNP membership list, the organisers reserve the right to register them as a non-member and charge the corresponding fee.

#### 3.b Group registration contract

Upon receipt of the completed online group registration request form, the organising secretariat will send the group coordinator the group registration contract together with the invoice corresponding to the number and type of registrations applied for.

The group registration becomes effective only upon receipt of the contract duly signed **and** with full payment. Please note after the signature of the contract, reductions in the number of participants are subject to the cancellation policy as specified in point 4.b. Please also note that it is possible to increase the number of participants of a group by notifying the organising secretariat by email at <a href="mailto:organisingsecretariat@ecnp-congress.eu">organisingsecretariat@ecnp-congress.eu</a> before 30 August 2012 (see point 3.d).

Deadline for contract signature and full payment: 30 days after submission of the group registration request form but no later than 1 July 2012.

To benefit from the early registration fees, the signed contract should be returned to the organising secretariat, together with full payment of reserved registrations, on or before 15 March 2012.

#### 3.c Submission of participant names

The pharmaceutical company or its appointed agency must submit full contact details for each registered participant. The list of participants should include the **family name**, **first name**, **complete work address**, **email and profile of each participant**.

Once we have received full payment, the organising secretariat will send an Excel file to the group coordinator, to be completed and sent back between receipt of payment and 30 August 2012. The organising secretariat will import all the names and send the access details of the personalised online group page to the group coordinator within one week after receipt of this list. The online group page offers the possibility to make name changes and add missing names (within the limit of the number of reserved registrations). Please note that only one file will be imported. All changes after this import have to be made directly online by the group coordinator.

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.

Group participants with incomplete contact details as outlined above cannot be registered until such information is provided. Details of the company or agency in place 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 scientific secretariat. They can, however, be part of a group for hotel accommodation and travel arrangements.

Deadline to submit the full list of group participants: 17 September 2012.

#### 3.d Addition to and modification of existing groups

To increase the number of participants to a group after the online request has been already submitted, the group coordinator should contact the organising secretariat by e-mail at <a href="mailto:organisingsecretariat@ecnp-congress.eu">organisingsecretariat@ecnp-congress.eu</a> before 30 August 2012. To any increasing received from 15 March to 30 August 2012 the late registration fee will be applied. After the 30 August 2012, additional registrations can be registered only on an individual basis through the regular online individual registration form or on-site (please note that these individual registrations cannot be part of group pick-up).

Please note after the signature of the contract, reductions in the number of participants are subject to the cancellation policy as specified in point 4.b. Changes of registration categories will not be accepted after the signature of the contract.

Changes in the group list (name changes only) are accepted at no additional fee until 17 September 2012 through the personalised online group page. From 18 to 30 September it is possible to make name changes online with a handling fee of EUR 20.83 (excluding 20% VAT) per name change. Payment is only possible by credit card or balance invoice. After this date the changes will be handled on-site and a handling fee of EUR 20.83 (excluding 20% VAT) per change will be charged directly (cash, credit card or balance invoice). 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. Payment of the balance invoice has to be done within 10 days.

Changes received within the above deadline must be done by the group coordinator through the personalised online group page, providing full contact details for the new participant to be registered (family name, first name, complete work address and e-mail address).

No changes online will be possible after the 30 September, but the group coordinator will have access to the list of participants through his/her personalised online group page until 12 October 2012.

Furthermore, if a badge needs to be reprinted\* on-site due to a mistake in the list of attendees provided by the group coordinator, the badge reprint will be invoiced to the group at EUR 20,83 (excluding 20% VAT) per reprint and payment has to be made directly on-site or will be charged on a balance invoice. This handling fee is not refundable at any time.

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

#### 3.e Double registrations

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 organising secretariat cannot be held responsible in the event of a double registration.

# 3.f Group registration confirmation

Please note that the organising secretariat will not issue individual registration confirmations for group participants. It is the entire responsibility of the pharmaceutical company or its appointed agency to confirm registrations to their group participants. However, the group coordinator will receive a registration confirmation of the entire group two weeks prior to the congress.

# 3.g Letter of invitation for visa application

International attendees may need a letter of invitation from the congress organisers in order to obtain a visa for entry into Austria. The organisers will not be able to contact or intervene with the Austrian 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 have paid the required registration fees before requesting an official letter of invitation.

Confirmed groups will be able to print letters of invitation for visa application for their registered group participants via a dedicated online page which will be available on the ECNP Congress website <a href="www.ecnp-congress.eu">www.ecnp-congress.eu</a>.

#### 4. PAYMENT AND CANCELLATION POLICIES

#### 4.a Payment terms and conditions

Full payment of the total reserved number of registration fees must be paid in advance upon signing the group registration contract and no later than 1 July 2012.

To benefit from the early registration fees, the payment should be done on or before 15 March 2012.

#### Group registration requests will not be processed without the required contract and full payment.

The organising secretariat will issue the corresponding invoice upon receipt of your online group registration request. The amount of the invoice is due within 30 days of receipt. For invoices issued after 1 June payments need to be done before 1 July 2012 and the 30 days limit does not apply. For invoices issued after 1 July payments needs to be done immediately when invoice are received and the 30 days limit does not apply.

#### Payment should be made in euro (EUR) by bank transfer only to the following bank account:

Account name: 25<sup>th</sup> ECNP Congress Account no.: 001-6056657-53

Bank name: BNP Paribas Fortis Bank (6 rue Bâtonnier Braffort, 1200 Brussels, Belgium)

Swift/BIC code: GEBABEBB

IBAN: BE53 0016 0566 5753 (mandatory for international bank transfers)

The bank transfer must clearly state the name of the pharmaceutical company/appointed agency and invoice number. Please note that unidentified bank transfers cannot be processed. Any bank charges are to be paid by the pharmaceutical company/appointed agency.

#### 4.b Cancellations

Cancellation requests must be sent in writing to the organising secretariat, Colloquium Group. The effective date of the cancellation will be the date that the written notification was received by the organising secretariat. Cancellation requests must indicate the bank account to which a possible refund may be remitted.

In the event of cancellation the following penalties will apply:

- Refund of fee minus an administrative fee of EUR 75 (excluding 20% VAT) for cancellations received on or before 1 July 2012
- No refund for cancellations made after 1 July 2012

Refunds will be made after the congress.

#### 5. PICK-UP OF CONGRESS BADGES FOR PARTICIPANTS

## 5.a Group pick-up hours

By prior appointment, all group badges will be available for pick-up on-site at the group registration desk on Friday 12 October 2012 from 8.00 to 19.00.

When processing your group registration request on <a href="www.ecnp-congress.eu">www.ecnp-congress.eu</a>, the organising secretariat will ask you to indicate whether you would like to use the possibility to pick up your badges on Friday 12 October 2012.

Only groups who have indicated their wish to benefit from a group pick-up appointment on the online group registration request form will be contacted for a group pick-up appointment. Groups who have not requested a pick-up appointment on the online group registration request form will not be contacted. The badges and congress bag vouchers of their group participants will have to be picked-up by the participants themselves at the pre-registration desks (alphabetically) as from Saturday 13 October 2012.

#### 5.b Appointment for group pick-up

For a smooth group pick-up procedure, the organising secretariat will contact each group coordinator by email two weeks prior to the congress in order to schedule an appointment for the collection of badges at the venue.

The organising secretariat will not be held responsible for delays or inaccuracies to group materials should appointments not be adhered to. The final list of group participants will be required during the appointment.

Appointments will not be made for group pick-up if the terms and conditions of the group registration contract have not been met. Should this be the case, individual participants will be responsible for picking-up their own badge and congress bag voucher at the pre-registrations desk as from Saturday 13 October 2012. Opening hours of registration desks will be indicated on the ECNP Congress website at <a href="https://www.ecnp-congress.eu">www.ecnp-congress.eu</a> in October 2012.

Any outstanding balances of the total reserved number of registration fees must be paid in full prior to receiving a group appointment. Changes resulting in additional charges can be paid by credit card or balance invoice.

**Group pick-up will only be possible on Friday 12 October 2012**. After this date, non-collected badges will be included with the individual badges at the pre-registration desks for individual pick-up (alphabetically) as from Saturday 13 October 2012 during the regular opening hours of the registration desks.

Please note that no group pick-up will be possible for individual registrations.

#### 5.c 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 organising 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 materials, except in case of a lost badge (see above under 3.d).

#### 5.d Distribution of congress bags to group participants

The congress bag will be distributed on-site only, as from Saturday 13 October 2012, to individual participants, in exchange of a voucher which will be handed out to the group coordinator together with the name badges. Pick-up of congress bags by the group coordinator for the entire group is not possible.





# **GROUP REGISTRATION SUMMARY SHEET (MINIMUM 10 PARTICIPANTS)**

Category Early registration and payment (on or before 15 March 2012)				
	Excl. 20% VAT	Incl. 20% VAT		
Member Normal	EUR 441.67	EUR 530.00		
Member CDE**	EUR 200.00	EUR 240.00		
Member Young Scientist***	EUR 150.00	EUR 180.00		
Non-member Normal	EUR 658.33	EUR 790.00		
Non-member CDE**	EUR 300.00	EUR 360.00		
Non-member Young Scientist***	EUR 250.00	EUR 300.00		
	Late registration and payment (after 15 March until 30 September 2012)			
Member Normal	EUR 550.00	EUR 660.00		
Member CDE**	EUR 308.33	EUR 370.00		
Member Young Scientist***	EUR 258.33	EUR 310.00		
Non-member Normal	EUR 770.83	EUR 925.00		
Non-member CDE**	EUR 400.00	EUR 480.00		
Non-member Young Scientist***	EUR 350.00	EUR 420.00		
Group registration deadlines				
October 2011	October 2011 Instructions for group registrations published at <a href="https://www.ecnp-congress.eu">www.ecnp-congress.eu</a> Opening of the online group registration request form			
On or before 15 March 2012	Deadline for early registrations. Late fees apply after that date			
1 July 2012	Deadline for submissions of group registration requests & full payment of the total reserved number of registration fees.			
30 August 2012	Deadline to increase number of participants			
30 August 2012	Deadline to receive lists of group participants with full contact details (Excel file). Within a week, access to a personalised online group page to make changes			
17 September 2012 Deadline for name changes at no additional fee		al fee		
From 18 to 30 September 2012				
28 September 2012	Last important information sent by the organising secretariat to group coordinator.			
30 September 2012	Deadline to submit name changes. After this date, name changes will be handled on-site.			
As from 2 October 2012	Organising secretariat to issue a participant list for each group and send to group coordinator for approval			
12 October 2012 (8.00 - 19.00)	2012 (8.00 - 19.00) Group registration desk open on-site for pick-up appointment			
15 November 2012	nber 2012 Deadline for payment of the balance invoice			

15 June 2012	Guaranteed hotel reservations		
Cancellations (must be made in wri	ting)		
On or before 1 July 2012	Refund of fee minus an administrative fee of EUR 75 (excluding 20% VAT). No refund will be made for cancellation of registration at reduced fee		
After 1 July 2012	No refund		

Hotel reservation deadline

Organising secretariat	Main contact
Colloquium Group 6 Avenue E. Van Nieuwenhuyse 1160 Brussels, Belgium www.ecnp-congress.eu	Registration department T: +32 2 777 01 88 (hotline in Bussels) F: +33 1 44 64 15 16 (direct fax for registration in Paris) organisingsecretariat@ecnp-congress.eu