

BLANK LIST GROUP PRE-REGISTRATIONS

54th ERA-EDTA Congress, June 3-6 2017, Madrid, Spain

IMPORTANT: all those who book and pay for a blank list group 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 delegates within March 8, 2017 at the special rate of **EUR 460.00** (per each delegate and the fee is the same for ERA-EDTA members and non-members).

Registrations of fewer guests will be processed according to the rules for regular registrations (please see the relevant information in the 54th ERA-EDTA Congress webpage:

www.era-edta2017.org then click on the button "registrations"

The conditions to register a blank list are:

- registering at least 10 delegates
- making the booking and payment **within March 8, 2017**
- providing the definitive names and full details of each participant **within May 18, 2017**

Bookings:

- Must be made through the online pre-registration procedure by choosing the "Group" option and then the "Blank list group pre-registration" one.
- Please carefully read all information in the section below before booking and registering online
- Companies that book a blank list without the payment done within the set deadline, cannot benefit of the blank list group pre-registration later and will not be confirmed, and therefore the list will be cancelled

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 payment by bank cheque

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

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

Payment requirements

- If the payment is done by bank transfer, a copy of the bank transfer receipt must be sent by email (registrations@era-edta.org) or by fax (+39-0521-959242), as soon as online registration has been processed
- Registrations will not be confirmed until the payment is received/processed
- If the payment is done by bank transfer, ERA-EDTA must receive the bank transfer by the set deadlines (March 8)
- Submission of the form without the payment done within deadline, does not entitle to benefit from the reduced fees later.
- Registrations without payment will be automatically discarded.
- **REQUEST OF PAYMENT:** if you need an official request of payment in order to transfer the amount due, you must click the proper checkbox. If you did not do this, please contact ERA-EDTA (registrations@era-edta.org) immediately.
- Due to the fact that this congress is an educational initiative for professionals, provided by a charity, it is not subject to VAT and only requests of payment, not invoices, can be issued. All payments must be made in EUR only.
- Name of company and registration id code must be specified in the payment reason, when ordering a bank transfer. This will ensure that once your payment is received it is correctly matched with your registration; unidentified bank transfers will not be processed.
- Bank fees are the sole responsibility of the company and should be paid in addition to the registration fees.
- By using this registration method (blank list), you must make sure that we receive the payment by and no later than March 8 2017. If the payment is not received by this deadline the late fees will automatically be applied, or the blank list will be cancelled

Receipts:

Are not sent automatically. If you need one, remember to tick the appropriate box in the online registration form. If you did not do this, please contact ERA-EDTA (registrations@era-edta.org) immediately.

How to submit names and addresses:

- After the online booking has been confirmed (this must be done by March 8), you will receive an e-confirmation letter by e-mail, in which you will find your group blank list code ID and the link to download the list: save this file on your pc and fill it in with your guests' details as requested.
- You can then recall your registration by copying and pasting your blank list code when you are ready to import your guests in the online registration procedure by and no later than the set deadline of May 18.
- Please note that the system will accept only the specific pre-booked amount of guests or less, but not more. For example, if you have booked 15 guests and 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 address of the agency or sponsor and the email addresses cannot be the same for all guests.
- Please bear in mind that after May 18, the online form will be **offline** and it will not be possible to import and complete your blank list pre-registration to the congress
- If you have not inserted all of your guests, you can update the system with your new guests by using the excel spreadsheet and fill in only the new guests, and then re-name the file. Then you must insert your blank code by the May 18 deadline, however you cannot change or cancel the previous guests already inserted in the file

Confirmation and ID registration code: Confirmation letters of the registrations will be sent to the contact person directly and not to the guests individually, third parties or company branches. Upon confirmation of

registration of the blank list, each sponsor will receive an identification code (registration ID code) which will have to be used for all correspondence. The **confirmation letters**, with a barcode, are necessary to pick up the badges onsite.

Deadlines and Name changes: it is possible to make name changes and to provide new names for the Blank List Registrations until May 18, 2017

We cannot accept names changes or new names (even if the total amount of guests has not been registered yet) after May 18, 2017.

Cancellations and Refunds:

- Only cancellations up to 10% of the registrations 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 registration has been used.

How to collect badges: The badges will be available onsite at the proper desks at IFEMA Feria de Madrid. Companies and agencies can pick up the badges of their guests by having the barcode printed in the confirmation letters (which were sent via e-mail) scanned at the proper desk in the Registration Area (starting June 2, 2017). The contact person for each group must then hand the badges to their guests directly. If the contact person prefers to not collect the badges for the group, she/he must send or give to each guest the confirmation letter with the barcode received by e-mail. In this case each guest can pick up the badge after showing the confirmation letter.

The reprint of lost or forgotten badges costs EUR 20.

Collecting congress materials: Congress bags, can be picked up at the bag desk located near the Registration Area starting June 2, 2017 (please check the Registration Area opening hours in the congress link).

- In order to pick up the congress bag your/your guests will have to show the **original** badge for scanning (one bag scanned = one bag + one lanyard one plastic badge holder)
- Admission to the Registration Area will be strictly forbidden to all until June 2
- Sponsors that handle large quantities of congress materials must provide for their transport, storage and transport. Leaving bulky materials in the public areas of the congress centre is strictly forbidden.

How to pre-register guests after March 8: It is not possible to book additional guests after the set deadline of March 8, 2017 with this special pre-registration procedure. If you have additional guests to pre-register to the congress please register a new group/guest and follow the normal pre-registration procedure.

Check the website (www.era-edta2017.org then click on "registrations") for full details.

Company contact persons at the Congress: companies are requested to indicate in advance to the ERA-EDTA Registration Dept the name of the contact persons who will be in Madrid during the whole duration of the Congress and will be considered responsible and a qualified representative for the Company's registrations.

EXTRA INFORMATION

Address for correspondence:
ERA-EDTA Headquarters
Registration Dept
Via XXIV Maggio 38
I-43123 Parma, Italy
Fax: +39-0521-959242
Phone: +39 345 021 1784

Registration Dept e-mail: registrations@era-edta.org
52nd ERA-EDTA Congress webpage: www.era-edta2017.org
ERA-EDTA homepage: www.era-edta.org

HOW TO REGISTER FOR A BLANK LIST

Click on www.era-edta2017.org/en-US/registrations, click on the button "register now" and then follow these steps:

1-click on the button "I agree"

2-choose and click on "select" group

3-fill in all requested details

4-select "blank list" and click on next

5-check if all information you have inserted is correct

6-proceed with payment

7-complete and finish the registration

8-you will receive an e-confirmation by email with all the details of your group registration and a code, necessary for submitting your list within May 18. The e-confirmation contains the link from which you can download the excel spreadsheet that you will have to fill in with all your guests' details.

9- after submitting your list you will receive a *confirmation letter* with a barcode for each of your guests, necessary to pick up the badges onsite.

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) as they will result as errors in the system

3-The following fields, title, degree, country, congress membership status, area of interest and discipline of the excel sheet cannot be modified and must be chosen from the drop list.

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

5-The registration system will allow the upload of the original excel list only and you should not modify it or choose another wording for the mandatory details

HOW TO UPLOAD YOUR LIST OF GUESTS

Click on www.era-edta2017.org/en-US/registrations, click on the button "register now" and then follow these steps:

1-click on the button "I agree"

2-insert your blank list code (this code is written in the e- confirmation letter you will have received when you have completed your registration)

3-view your details

4-upload your excel spreadsheet (~~remember NOT to use the regular file~~)

5-check if all the information you have inserted is correct (summary)

6-complete and finish the registration

7-you will then receive the confirmation letter by e-mail with details of your guests

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 full details (mention the error result you receive).

Please also provide a screenshot of the error you receive

2-I cannot find my blank list code. Where can I find it?

You can find your blank list code printed in the e-confirmation that you will have received after confirmation of your online registration

3-I cannot get passed the welcome page even if I enter the code. What can I do?

You might be using your registration ID code (g followed by a number) instead of your blank lists code, which is written in your e-confirmation. Check your e-confirmation and try to copy/paste the blank list code in the system.

4- I have to cancel a guest in my list and another one is coming to the congress. Can I change the name?

Yes, if you do it before the May 18 deadline. See paragraph "Deadlines and Name changes"

No, if you do this after the May 18 deadline. The new participant/s will have to be registered online paying by credit card or directly on-site starting June 2, 2017 at the IFEMA Feria de Madrid

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

Yes, and you will be reimbursed according to the cancellation policy

6-Can you deliver the badges of my guests before the congress?

No, you have to pick up badges directly onsite at IFEMA Feria de Madrid starting from June 2 at 11.00

7-Are lunches included with this fee?

No, they are not included

8-Do you register accompanying persons?

No, we cannot register accompanying guests, however, all registered participants can take part, with their accompanying guests, to the Opening Ceremony and Welcome Reception.

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

If you have not inserted all of your guests, you can update the system with your new guests by using the excel spreadsheet and fill in only the new guests, and then re-name the file. Then, you must insert your blank code by the May 18 deadline; however you cannot change or cancel the previous guests that you had already inserted

10-My list is still not complete: can I add more guests after the deadline of May 18?

No, after the deadline, the registrations are considered as final and complete. You can register your new guests online paying by credit card or directly on-site starting June 2, 2017 at the IFEMA Feria de Madrid

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

11-I want to book and pay for more blank list registrations, but the deadline of March 8 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.

Any other questions? You may check the FAQs on the congress registration rule link www.era-edta2017.org/en-US/registrations

You still cannot not find an answer to your question? Contact us at registrations@era-edta.org