

### GROUP REGISTRATION POLICY

In order to proceed with your group registration you are requested to return the completed group registration form to [registration.ilc@congrex-switzerland.com](mailto:registration.ilc@congrex-switzerland.com). **The full address, email address as well as details as shown on the form are requested for each participant!** For invoicing purposes, please inform us who the contact person within your company is, along with full name, complete postal address and contact details (phone, fax and email) of this person. Upon receipt of your list you will receive the invoice and the confirmations by email. Payment can be done by credit card (VISA, MasterCard and American Express) and bank transfer.

Registration Type	Early fee	Late fee	Onsite fee
	Until January 15, 2014	Between January 16, 2014 and February 26, 2014	As of February 27, 2014 and onsite
EASL* / IASL member	€ 100	€ 150	€ 300
Non-member	€ 650	€ 710	€ 770
Young Investigator member*/**	€ 50	€ 100	€ 200
Young Investigator non-member**	€ 150	€ 200	€ 250
Nurses***	€ 150	€ 200	€ 250
Nurses and Associates Forum - day registration only*** (Wednesday)	---	---	€ 80

- \* Only ACTIVE EASL members are entitled to the EASL members' registration fee. Participants who become **NEW EASL members** after **January 1, 2014**, will be entitled to all EASL membership benefits excluding the "EASL member" registration fees for the International Liver Congress™.
- \*\* Under 35 at the time of the congress and in training. Proof of age and status mandatory. (Not part of the bursary programme).  
Proof of nurse status is mandatory.
- \*\*\* **Please note:** For nurses who will only attend the Nurses and Associates Forum and will not attend the entire congress, there will be a registration fee of € 80.

Any name change will be subject to € 25. – charge per name.

- Cancellation policy: The fees minus handling charges (25%) will be refunded, if the cancellation is made in writing until 14 March 2014, afterwards no refund is possible. If you do a no-name group contract the cancellation policy of the contract applies!
- The opportunity of picking up the documents for your group in advance will be offered to you in order to facilitate the pre-registration procedure. In order to arrange your pick-up time you will be contacted 3-4 weeks prior to the congress.
- There is the possibility to sign a group contract where you register a defined number of participants until 14 January 2014 (early fee) or 26 February 2014 (late fee). Full payment has to be done until that date. The advantage is that you have time to hand in the group registration form until 6 March 2014. Free name changes are also permitted until that date. For further information please contact [registration.ilc@congrex-switzerland.com](mailto:registration.ilc@congrex-switzerland.com)