

## GROUP REGISTRATION

Group registration is available for groups of 10 participants or more.

### Registration Fee

Group 'flat' registration fee: 650€ (786,50€ including 21% VAT). **The fee is valid for members and non-members, irrespectively of deadline, and includes on-site usage of an iPad provided by the Organization.**

If all participants bring their own iPads/tablets a **discount of € 60,00/person** applies. The group flat registration fee **without iPad rental** is **€ 726,50** including 21% VAT.

### Procedure for group registration

- Please send your request indicating the number of delegates you want to register **before 31<sup>st</sup> March 2017** to [esot2017@barcelocongresos.com](mailto:esot2017@barcelocongresos.com).
- Once the payment is received, we will send you by e-mail the link to your on-line group registration form. Please complete all the required information **before 15<sup>th</sup> August 2017**
- On this form you will have to enter **all participants' information** requested including the professional e-mail address of each participant. **No registrations will be accepted if the e-mail address of the delegates is not provided.**

### PLEASE NOTE:

- Name badges for groups can be collected in advance (Saturday afternoon) in order to facilitate the on-site procedure. Please contact us for details.

### Payment

Payment of fees can be made by either by :

#### 1 ) Bank transfer :

Bank account holder: Barceló Turismo y Congresos S.L.  
Bank name: BANKIA  
Bank address: Gabriel García Márquez 1, E-28232 Las Rozas, Spain  
Account: 2038 - 8835 - 59 - 60 00 05 23 16  
IBAN: ES55 2038 8835 5960 0005 2316  
Swift: CAHMESMMXXX

2 ) Credit card (Visa, MasterCard, Diners and American Express). Please contact [esot2017@barcelocongresos.com](mailto:esot2017@barcelocongresos.com) for further information.

### IMPORTANT INFORMATION:

- Please clearly indicate the name of the group / company name + ESOT 2017 and send a copy of the bank transfer receipt to [esot2017@barcelocongresos.com](mailto:esot2017@barcelocongresos.com)

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#### ESOT Office

Riviera dei Mugnai, 8/24 - 35137 Padova – Italy | Phone: +39 049 859 76 52

#### ESOT2017 Secretariat - Barceló Congresos

Pl. Europa 17-19, 1st floor - 08908 L'Hospitalet de Llobregat, Barcelona – Spain | Phone: +34 938 823 878

## TERMS AND CONDITIONS

### Cancellation policy

Registration cancellation up to 30 June 2017: no penalty.

Registration cancellation between 1 and 31 July 2017: 50% of registration fee.

Registration cancellation on / after 1 August 2017: 100% of registration fee.

After August 15<sup>th</sup>, in case of changes, substitutes (replacements) are welcome at the administration cost of EUR 25,00 (including 21% Spanish VAT).

### Tablet liability

There will be a controlled distribution system on-site enabling us to track the rented iPads and contact the involved attendee. We kindly inform you that each individual delegate will be held liable for the loss, damage or not returning of the borrowed iPad. In an event like this we will charge according to the following order:

1. Attendee
2. Attendee's company/institution
3. Handling agency

### Contact us

For further assistance please contact us at [esot2017@barcelocongresos.com](mailto:esot2017@barcelocongresos.com)

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