



## FRONTIERS MEETING SECRETARIAT

International Society of Nephrology (ISN)  
Global Operations Center  
Avenue des Arts 1-2  
1210 Brussels  
Belgium  
VAT number  
BE 0837 208 879

## GROUP REGISTRATION

Group registrations are available for **minimum of 10 persons**. Group registrations are facilitated by a group responsible (group contact person) via the online group registration module **ONLY**.

Group contact person cannot access any congress activities. If he/she wishes to do so, he/she needs to register duly.

### Delegates' Details

Group contact person must submit each delegate's Title, First name, Last name, Country and Personal email address via the online group registration module.

### Confirmation of Registrations

Confirmation of registrations will **NOT** be sent to each group participant. It is the sole responsibility of the group contact person to inform each member of the group that he/she has been registered to attend the congress.

### Collection of Material On-site

The group contact person (or an authorized representative) will collect congress badges and materials for the entire group and it is his/her sole responsibility to distribute them to each individual delegate. The Congress organizers will not be held responsible shall the group contact person fail to distribute congress badges and material to the delegates.

## TERMS AND CONDITIONS

### Payment

#### Credit Card

Credit Card payment (in EURO only) is the preferred method of payment. The following credit cards are accepted as part of the online registration process: VISA, MasterCard and American Express.

#### Bank Transfer

Any bank charges by local bank or intermediate bank must be borne by the remitter. **Deadline for payment by bank transfer is September 16, 2019. After September 16, 2019, please settle the payment by credit card.** Clearly indicate the name of the participant and Frontiers identification number in all your remittances.

## **Payment Deadlines and Conditions**

Full payment must be received before the corresponding deadlines to receive early or regular registration fees. After each deadline expires, the subsequent rate applies automatically.

## **Replacements and Cancellations Policies**

Cancellations of registrations are subject to an administrative charge of 150 EUR provided the cancellation is received before August 26, 2019. For cancellations received after this date no refunds will be made. Visa refusal is no reason for refund if participation is cancelled after August 26, 2019. All cancellations must be made in writing to the Registration Customer Service and refunds will be made after the meeting. Replacements (delegate name change) of a registration may be made until August 26, 2019 free of charge. Replacements made after August 26, 2019, are subject to an administrative fee of 50 EUR.

## **Double Payment/Over Payment**

In case of double payment/over payment an admin fee of 50 EUR is applicable for refund. Reprints of lost badges onsite during the meeting are subject to an administrative charge of 50 EUR.

## **Registration fees include:**

- Access to all ISN Frontiers Meeting plenary sessions and symposia
- Meeting material
- Access to the ISN Frontiers meeting poster area during opening hours
- Access to Welcome Networking Reception on Thursday October 3, 2019, daily coffee breaks and lunches (no lunch is provided on Thursday October 3, 2019, nor on Sunday October 6, 2019)

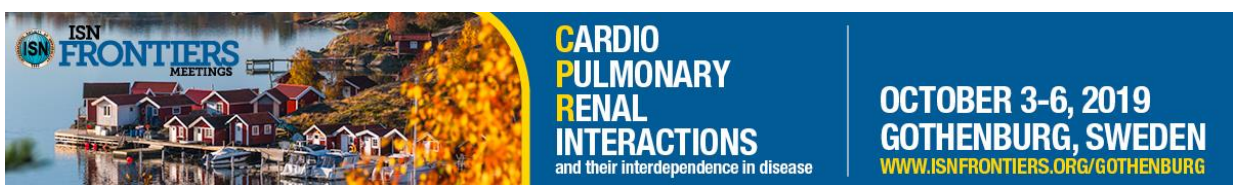
## **Insurance**

The organizers of the ISN Frontiers Meeting do not accept liability for individual medical, travel or personal insurance and participants are strongly advised to make their own arrangements regarding health and travel insurance.

## **Letter of Invitation**

Participants will be able to download a personalized letters of invitation to attend the meeting. Such an invitation is extended specifically to assist participants to obtain travel funds, appropriate visas, approvals, sponsorship or official leave. It does not imply a commitment on the part of the organizers to provide any support, financial or otherwise. Only registered delegates who have paid their registration fees in full will be able to download the letter of invitation.

The group contact person can either download all letters for his/her groups or send instructions on how to download the letters to each group participant. It is the sole responsibility of the group contact person to distribute the letters or the information to the participants.



### **Language and Translation**

The official language of the meeting is English.

### **Personal data**

By registering for ISN Frontiers Meeting, participants are aware that ISN will collect and use personal data to keep them informed about Frontiers Meeting and ISN activities. Participants will be able to change their preferences and to opt out via the “Update my Profile” button in the registration portal.

Moreover, data will be collected with purpose of managing the event. Data may be shared with chairs for the same purpose.

By providing your event badge to third party exhibitors at the event, participants explicitly consent to the transfer of their identification and contact data to such exhibitor for research and direct marketing purposes. If participants do not want to share data to exhibitors it will be sufficient not to provide their badge for scan at the booth.

Pictures will be taken during Frontiers Meeting. The pictures might be used by ISN further dissemination thereof on the ISN Website, ISN newsletters, and other ISN promotional material.

No individual portrait picture will be taken without participants’ consent; participants posing for pictures agree to give ISN the right to use the pictures.