

## **REGISTRATION AND PAYMENT**

All reservations are to be made in written. The Organization will not process registrations by phone.

Registrations reservations must be made by filling the Delegates Registration On Line form. One form per person.

Grupo Pacifico has block-booked some rooms and advises all participants to send their reservations as soon as possible to guarantee accommodation (before August 1st, 2013).

All payments must be made in Euros (€) by credit card: Visa, Mastercard, American Express. The organization strongly recommends using the credit card payment.

There are some credit cards whose local financial Supplier does not allow on-line transactions through a Sermepa virtual tpv (Servired Spain). If this is your situation please ask your bank for authorization or send a fax to number +34 91 302 39 26 with credit card information: Number, holder, expiry date control digits (at the back of the card), so that we can use a tpv machine).

Bank transfer will be accepted in Euros under request. When using bank transfer as a method of payment, please do not forget to include the following reference in the bank transfer "CEDI 2013 REGISTRATION FEE" + the name of the participant/ or registration number. All bank charges incurred will be borne by the payee.

A confirmation voucher will be sent once reservation is confirmed. No confirmation will be sent until the Technical Secretariat has received the full payment.

Any difference arising in the payments will be collected on site by the Technical Secretariat.

In case that registration funds are wired late or, for unexpected reasons, are not credited to the congress account at the time of registration, the original bank receipt will be required .If no proof of payment can be presented, full payment will be requested on site.

Registrations made after September 9th, 2013 will be processed directly on site.

## **REGISTRATION CANCELLATION POLICY**

- Cancellations or name changes must be notified in writing to Grupo Pacifico.
- Registration cancellations made **before August 1<sup>st</sup>, 2013** will have full refund minus 50 € for of registration.
- Any name change made **from August 1<sup>st</sup>, to 25<sup>th</sup> August 2013** will have full refund minus 50 € for of registration.

Any name change **after 26<sup>th</sup> August** will be treated as a cancellation and a new booking will be made. No refunds will be made for cancellations made **after August 26<sup>th</sup>, 2013 or registered participants who fail to attend.**

- No refunds will be made for cancelled sessions, cancelled lecturers or changes in the congress program.



#### **ACCOMMODATION CANCELLATION POLICY & NO SHOW**

- Cancellations or name changes in accommodation must be notified in writing to Grupo Pacifico.
- Cancellations made **before August 25<sup>th</sup>, 2013** will have full refund minus 50 € for handling fees.
- Cancellations made **between August 26<sup>th</sup> and September 5<sup>th</sup>, 2013** will be charged with first night penalty.
- **After September 6<sup>st</sup>, 2013** no name changes will be accepted. Any name change after this date will be treated as a cancellation and a new booking will be made.
- In case of no-show the hotel will automatically cancel the room at 9 am of the following day and will make no reimbursement.
- Any name change made **from August 25<sup>th</sup>, to 5<sup>th</sup> September 2013** will have full refund minus 50 € for of hotel reservation, Any name change **after 6<sup>th</sup> September** will be treated as a cancellation and a new booking will be made.

Any kind of Cancellation must be notified in written to [ins-cedi2013@pacifico-meetings.com](mailto:ins-cedi2013@pacifico-meetings.com)

Corresponding refunds will be made from September 30<sup>th</sup>, 2013 onwards.

