



12TH ASIAN & OCEANIAN EPILEPSY CONGRESS JUNE 28TH - JULY 01ST, 2018

ILAE/IBE CONGRESS SECRETARIAT
7 Priory Office Park
Stillorgan Road, Blackrock,
Co. Dublin, A94 FN26, Ireland
Tel: +353 1 2056720 Fax: +353 1 2123576
E-mail: registration@epilepsycongress.org

Terms and Conditions

1. General

- To use the online registration system, each user must first create a user account
- A personal address (Institution/Company or private) and email address for each delegate must be provided during the registration process
- Multiple registrations with the same email address will not be accepted by the system
- Agencies registering delegates on behalf of any member of the pharmaceutical industry will be requested to provide the name and country of the sponsoring company
- Please ensure the billing details are entered correctly as invoices cannot be changed later
- Invoices must be created by you in your user account which you can then download; a copy will also be automatically emailed to you
- The following payments are accepted through the on-line registration system
 - credit card (Visa and MasterCard only).
 - bank transfer, details for which you will find on your invoice
- Confirmation of registration and invitation letters will be available to download in your user account after payment and supporting documentation (if applicable) has been received. Please allow three working days for credit card payments and five working days for bank transfers.

2. Registration Fees

The member discount and subsidised registrations are not available to groups, pharmaceutical companies, commercial entities or sponsored registrations.		Early up to 9 March 2018	Late 10 March to 15 June 2018	Final 16 June – 1 July 2018
Regular	Member*	US\$ 300	US\$ 345	US\$ 440
	Non Member	US\$ 330	US\$ 385	
Special**	Member*	US\$ 150	US\$ 180	US\$ 230
	Non Member	US\$ 165	US\$ 200	
Subsidised Registration*** (available to nationals in Group A only of the Hinari Access to Research in Health Programme . (Countries listed under Group B are not eligible))		US\$165		
One Day Only		US\$ 165	US\$ 190	US\$ 220

* **Member Discount** is applicable to members of ILAE and IBE Chapters registering as Regular or Special. In order to avail of the discount, the Chapter must have provided member details to the ILAE or IBE and must be up to date with Chapter dues. If the Congress Secretariat cannot verify the membership status, then the discount cannot be given. **The member discount is not available to groups, pharmaceutical companies, commercial entities or sponsored registrations**

** **The Special Rate** is available to Trainee Doctors, Allied Health Professionals, Practice Nurses and Epilepsy Nurses. Any delegates applying for the Special Rate must upload to their user account a letter, on official headed paper, dated, stamped **and** signed from the Head of their Department in order to prove their employment status.

*** **Subsidised Registration Fees** (with no age limit) are available to nationals of the countries as defined by Group A of the 'Hinari Access to Research in Health Programme'. The list of eligible countries in Group A can be found here <http://www.who.int/hinari/eligibility/en/>. **Nationals from Group B are not eligible for**



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Subsidised Fees. All delegates applying for Special Subsidised Fees must email a copy of the passport to registration@epilepsycongress.org **The subsidised rate is not available to groups, pharmaceutical companies, commercial entities or sponsored registrations**

MEMBER & SUBSIDISED RATES ARE NOT AVAILABLE TO GROUPS, PHARMACEUTICAL COMPANIES, COMMERCIAL ENTITIES OR SPONSORED REGISTRATIONS.

ASEPA Pre-Congress Workshops, Thursday 28th June 2018

Registration Fees	Workshop 1 Epilepsy: a practical guide to diagnosis and management 08:30 – 12:00	Workshop 2 Why am I still having seizures? (the patient with continuing seizures) 08:30 – 12:00
Delegates attending the main Congress	US\$ 20	US\$ 20
Delegates Not attending the main Congress	US\$ 40	US\$ 40

Epilepsy and Society Symposium, Sunday 1st July 2018

Registration Fees	
Early On/Before 15th June 2018	US\$ 50
Final from 16th June 2018	US\$ 65

3. Groups

- In order to comply with security and insurance regulations, personal postal and email addresses are required for each delegate. Registrations submitted without these details will not be processed. One email address or one postal address for multiple delegates will not be accepted by the system.
- Agencies registering delegates on behalf of a pharmaceutical company will be requested to provide the name and country of that sponsoring company. This information will be used for reporting and statistical purposes.
- As the main contact person you are not entitled to any of the delegates' benefits (access to the congress area, delegate pack, etc). If you wish to benefit from any of the delegates' entitlements please register.
- To qualify for the early registration rate, payment must be received on/before 9th March 2018. All delegates' names and contact details for the paid early registrations must be received no later than 6th April 2018. Delegate contact details received after this date will be subject to a higher registration fee. Any changes or additions after 14th June 2018 will be handled on-site.
- Subsidised registration fees are not available to groups as these rates are intended to assist delegates from developing countries who cannot obtain sponsorship to attend the Congress.
- Name changes are free of charge up to 15th June 2018 after which date they will be handled onsite from 28th June 2018 when they will be subject to a fee of US\$40. Name changes will also be allowed at collection appointments (see below).
- Group collections prior to the start of the congress will be available on an appointment only basis. Name changes and additional registrations may be purchased at these appointments which must be booked in advance. All information about collection appointments will be sent in due course. During



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the congress, group collections will not be available from the Registration Desk when delegates can only collect their congress materials individually.

- You can send delegate confirmation letters to your delegates directly from your user account, once payment and all delegates' names and contact details have been received. Alternatively you can download them should you prefer.

4. Payment Options

Credit Card

Please use the on-line system to register by credit card using VISA or MasterCard. We do not accept American Express. Our on-line gateway provider is: Realex, The Observatory, 7-11 Sir John Rogerson's Quay, Dublin 2 Ireland Tel: 353 1 702 2000, Fax: 353 1 702 2100, www.realexpayments.com Our on-line payment interface provides a Secure Website Order Page. As part of our dedication to provide secure online payment methods, we have added an extra level of security for Visa and MasterCard payments. This protects you from the unauthorised use of your credit card. 3-D Secure technology consists of the programs 'Verified by Visa' and 'MasterCard SecureCode'. For queries regarding on-line payments please contact registration@epilepsycongress.org or telephone: +353 1 205 6720.

Bank Transfer

Please use the on-line system to register by bank transfer, details for which can be found on your invoice which you create in your user account. All charges due on the bank transfer must be paid by the registrant. Please include the invoice number as reference on the bank transfer. 15th June is the cut-off date for sending payments in this way. Regrettably exceptions cannot be made.

5. Entitlements

Delegate Registration (Regular, Special, Subsidised) Includes:

- Admission to main scientific programme sessions
- 12th Asian & Oceanian Epilepsy Congress meeting bag and documentation
- Access to the exhibition area
- Lunch, mid-morning and mid-afternoon coffee breaks on 29th and 30th June. On 1st July there will be mid-morning coffee only.
- Certificate of Attendance
- Opening Ceremony and Welcome Reception Thursday 28th June 2018

Day Registration Includes:

- Admission to main scientific programme sessions on the registered day
- 12th Asian & Oceanian Epilepsy Congress meeting bag and documentation
- Access to the exhibition area on the registered day



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- Lunch, mid-morning and mid-afternoon coffee breaks on the registered day (29th and 30th June only). There is a morning coffee break **only** on Sunday 1st July.
- Certificate of Attendance
- Opening Ceremony and Welcome Reception Thursday 28th June 2018

6. Cancellations/Refunds

Cancellations must be made by email to registration@epilepsycongress.org. Currency exchange gains/losses are the responsibility of the registrant and the Congress Secretariat will not accept liability for money loss through bank charges, transfers or currency fluctuations. Refunds will be settled within one month of the Congress, in order to facilitate necessary organisational and logistical procedures. Cancellation of registration fees is as follows:

On or before 9 th March 2018	Registration fees refunded, less 50 USD administration fee
On or before 6 th April 2018	Registration fees refunded, less 50%
On or before 4 th May 2018	Registration fees refunded, less 65%
On or before 15 th June 2018	Registration fees refunded, less 80%
From 16 th June 2018	No refunds

7. Name changes

Any name changes are free of charge up to 15th June 2018 after which date they will be handled onsite from 28th June 2018 when they will be subject to a fee of US\$40.

8. Contact Details

The registered address of the congress secretariat is:

ILAE/IBE Congress Secretariat,

7 Priory Office Park, Stillorgan Road, Blackrock, Co. Dublin, A94 FN26, Ireland

Telephone number: +353 1 2056720.

Fax number: +353 1 212 3576

You can write to us at our registered address above or via email registration@epilepsycongress.org.