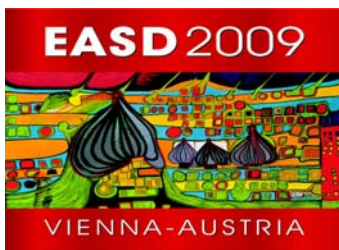


45th EASD Annual Meeting Vienna, Austria

29 September – 2 October 2009

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1. Introduction

Welcome to the Group Registration Tool for the 45th EASD Annual Meeting to be held in Vienna, Austria, Tuesday 29 September - Friday 2 October 2009.

Please note that Group Registration applies to groups with **20 or more delegates**. If your group has a smaller number of delegates kindly register your delegates by using the individual delegate online registration tool on our website: www.easd.org

Below you will find information regarding the registration of your group delegates and should you have any questions, please do not hesitate to contact the EASD office.

2. Creating your Group Profile

On the Associations homepage www.easd.org you will see "**Register Now**". Click here and then click a gain on **Group Registration**. Here you must create your own profile which will be used for future correspondence. Once you have successfully completed this process you will receive an e-mail with your own personal log-in details.

Upon receipt of your log-in details you can re-enter your account and enter the names of your delegates. Your account will remain open until **4 September 2009**.

EASD **does not** accept "blank" registrations.

3. Registration Fees

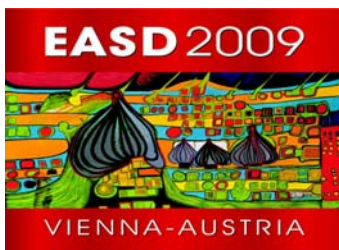
	Until 10 July 2009	11 July - 4 September 2009 and on-site
Paid-up member under 35 years of age	Euro 50.00	Euro 160.00
Paid-up member between 35-45 years of age	Euro 140.00	Euro 320.00
Paid-up member over 45 years of age	Euro 180.00	Euro 400.00
Non-member of EASD	Euro 550.00	Euro 700.00

All rates are indicated in Euro. The term "Paid-up Member" refers to a person who is recorded at the EASD Office as a paid-up member before **1 July 2009**.

Registration fee includes:

Admission to the Scientific Programme
Admission to the Industry Exhibition
Scientific Programme and Abstract Volume
Lunches from Wednesday to Friday
Coffee breaks from Wednesday to Friday

Welcome Reception on Tuesday
Farewell Reception on Friday
Conference bag
Museum Nights
Free public transportation in Vienna



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4. Invoices and Payment

Until 9 July 2009 you can enter your account and delete / add as many delegates as necessary. Due to this new, easy-to-use system your first invoice will be e-mailed to you after the early deadline of 10 July 2009. After this date further invoices will be sent on a daily basis for any additions / name changes / cancellations. After this date the late registration fee will apply.

After the early registration deadline of 10 July 2009 the names in your account will be "fixed". You can still view these names in your account but any changes must be e-mailed to the EASD office.

Payment is possible by either bank transfer or credit card (MasterCard / Visa / American Express) and should be recorded on our account within 14 days after the date of issue on the invoice. Acknowledgment of your payment will be sent per e-mail.

5. Registrations after 11 July 2009

Late registrations can still be entered into your account and this is possible until 4 September 2009. After this date registrations must be handled on-site in Vienna. EASD **does not** accept "blank" registrations.

6. Name Changes – from 10 July 2009 & On-Site:

For changing the name of an early registration we charge the difference between the early and the late fee always considering the EASD membership status and age plus a handling fee of Euro 50,00. If you wish to change the name of a **late registered person** we will charge **Euro 50,00** if the category of registration fee remains the same.

Here are some examples if your name changes are in the same category:

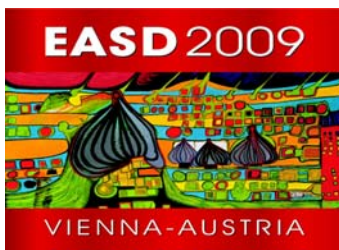
Fee Already Paid:	Fee for Name * Change from 10 July 2009 including € 50,00 handling fee
Euro 50,00	Euro 160,00
Euro 140,00	Euro 230,00
Euro 180,00	Euro 270,00
Euro 550,00	Euro 200,00
Euro 700,00	Euro 50,00

***The registered person's membership status and age have to be considered**

7. Cancellation Policy

Refund of registration fees will be as follows:

- Received between 11 July and 4 September 2009: 50% refund minus Euro 50,00 handling fee.
- **No refund** on cancellations received after 4 September 2009.



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8. Official Letters of Invitation

An official letter of invitation can be requested via the Association's website and we recommend that you ask your delegates to complete this process on an individual basis. Please note that this procedure aims to assist delegates who need to obtain a visa or permission to attend the Meeting and is not an official invitation covering fees or any other expenses. It does not imply any financial support from the Meeting organisers. This letter can only be sent to delegates after the registration fee has been paid.

9. Collection of Congress Material

EASD will arrange a pick-up appointment enabling you / your representative to collect your groups name badges and congress bags. Information on suitable time slots etc. will be sent to you nearer to the time.

10. Group Accommodation

For Group Accommodation please contact:

Mondial Congress

Operngasse 20b
1040 Wien
Austria

Tel: +43-1-58804-0

Fax: +43-1-58804-185

E-mail: [accommodation_easd2009\(at\)mondial-congress.com](mailto:accommodation_easd2009(at)mondial-congress.com)

11. Provisional Programme

Members of the EASD will automatically receive the Provisional Programme in June 2009. Upon request by e-mail (groups@easd.org) we can also send copies of the Provisional Programme to your address in June 2009 at no additional cost.

Please also view the General Information www.easd.org for further information on the upcoming Annual Meeting. If you have any questions, please do not hesitate to contact us.

We are looking forward to welcoming you and your delegates in Vienna in September 2009.

Yours sincerely,

EASD Group Registrations