GROUP REGISTRATION FORM

1. The group registration process is valid for a **minimum of 10 delegates**.
2. In order to facilitate your group registration, please fill out this form and return by email to: fensforum2018_reg@kenes.com
3. In order to benefit from the reduced group registration fees, payments must be paid **prior to the below deadlines**.
4. Please send the **final** name list no later than **4 weeks prior** to the Forum. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the Forum (up to 15% of the participants’ names). After this date, any name change will be subject to EUR 30 charge per name.
6. **Onsite group registration pick-up** for groups leaders will be available upon request.
7. Payment is accepted by credit card or bank transfer. Credit card payment is subject to **additional 4% commission**.
8. **Cancellation policy**: Refund of registration fee will be as follows:
   
   Note! Refunds for groups will be processed after the Forum.
   
   - Prior to May 2, 2018 – full refund (minus 30%)
   - From May 3, 2018 – no refund
9. Fees for Forum participants include:
   
   - Full access to the complete Scientific Programme
   - Invitation to the Opening Ceremony
   - Access to all Networking and Special Interest Events
   - Entrance to the Exhibition
10. **Please fill in the below information**:

   Company (Group Name): ________________________________

   Booking Agency (if relevant): __________________________

   Contact Person: _________________________________

   Email: ________________________________
REGISTRATION CATEGORIES

Registration Fees in EUR (Fees apply to payments received prior to the deadlines):

<table>
<thead>
<tr>
<th></th>
<th>Early Registration until 13 February 2018 (midnight CET)</th>
<th>Late Registration from 14 February till 20 June 2018 (midnight CET)</th>
<th>On-site registration from 21 June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>€ 295</td>
<td>€ 380</td>
<td>€ 420</td>
</tr>
<tr>
<td>Non-Member</td>
<td>€ 430</td>
<td>€ 499</td>
<td>€ 600</td>
</tr>
<tr>
<td>Student Members</td>
<td>€ 125</td>
<td>€ 195</td>
<td>€ 245</td>
</tr>
<tr>
<td>Student Non-Members</td>
<td>€ 195</td>
<td>€ 250</td>
<td>€ 310</td>
</tr>
<tr>
<td>Corporate</td>
<td>€ 520</td>
<td>€ 595</td>
<td>€ 665</td>
</tr>
<tr>
<td>Programme book</td>
<td>€ 20</td>
<td>€ 20</td>
<td>€ 20</td>
</tr>
<tr>
<td>Technical workshop</td>
<td>€ 65</td>
<td>€ 65</td>
<td>€ 65</td>
</tr>
<tr>
<td>Abstract submission</td>
<td>€ 65</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Jump the FENS</td>
<td>€ 25</td>
<td>€ 25</td>
<td>€ 25</td>
</tr>
</tbody>
</table>

The following categories for participants apply:

**Member:** A member of one of the societies affiliated with FENS. A member of the American Society for Neuroscience (SfN) may also benefit from the same registration fees as FENS members. Please note however, that this option is offered only to SfN members who live and have their professional activity in a country where there is no neuroscience society member of FENS (see the list of national societies members of FENS).

**Non-member:** A participant from academic or non-profit organizations.

**Student:** A pre-doctoral student.

Postdoctoral fellows, hospital residents, interns and laboratory technicians do not qualify for the student rate. Pre-doctoral students registering online, must upload a letter proving their status (i.e. a signed statement from their Department Head or supervisor). Upon on-site registration, such a proof should be presented as well.

**Corporate:** A participant from a corporate company.

**Group Registration Details:**

1. Required registration category: ____________________________ No. of Registrations: _________
2. Required registration category: ____________________________ No. of Registrations: _________
3. Required registration category: ____________________________ No. of Registrations: _________

Total Group Participants: _____________
**Important Note: Abstract Presenters**

In case there are Abstract Presenters among the group delegates please advise the names and abstract numbers in advance in order to guarantee the abstract will remain in the Scientific Programme.

**Please mark below accordingly:**
- [ ] There are no abstract presenters in this group
- [ ] Attached is a list of the abstract presenters in this group

**Group Registration Pick-up**

Group registration collective pick-up will be available onsite, an appointment must be coordinated in advance. Exact times will be advised prior to the Forum.

**Note:** in case of group registration pick-up, individual barcode confirmation letters will not be sent to group participants.

**We strongly recommend individual pick-up.**

**Please mark below accordingly:**
- [ ] Group registration pick-up is required
- [ ] No group pick-up, the delegates will be collecting their registrations individually.

**PAYMENT DETAILS**

**Payment information:**

Billing Address (to appear on invoice and receipt):

__________________________________________________________

__________________________________________________________

__________________________________________________________

VAT number: _______________________________________________________________________

**This form was submitted by:**

Full Name: _______________________________________________________________________

On Behalf of (company name): _______________________________________________________________________

Signature ____________________________ Date ____________________________
Please select a method of payment (credit card or bank transfer):

1. Credit card payment (Credit card payment is subject to additional 4% commission):
I authorize ‘KENES International – Organizers of Forumes’ to charge the below credit card for the amount of: __EUR

Type: Visa / MasterCard / AMEX

Number: __________________________

Expiration date: ____________________

Name of Card holder: ________________________

Address (as per Credit card records): ______________________________

Security digits (on the back of the credit card): __________

Signature of Card Holder: _______________________________

2. Bank Transfer Payment:

- Please ensure that the name of the group/paying company are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to the registration fees.

Please make drafts payable in EUR only to:

Account Name: FENS Forum 2018 Berlin (account holder: Kenes International)

Bank Details: Credit Suisse Geneva, 1211 Geneva 70, Switzerland

Account Number: 693980-52-927

IBAN Number: CH69 0483 5069 3980 5292 7

Bank Code: 4835

Swift No.: CRESCHZZ80A