

GENERAL CONDITIONS

REGISTRATION

The registration form must be completed and sent with payment altogether, otherwise it won't be considered.

REGISTRATION FEES INCLUDE:

Regular, EUNOS Members and Residents fees includes:

- Access to all the Scientific Sessions EUPON and EUNOS and Exhibition Area;
- Meeting Materials (Bag, Badge; Certificate of Attendance and Final Programme)
- Welcome Reception (June 16);
- Coffee during the breaks and Lunches (June 16, 17, 18);

Only EUPON fee includes:

- Access only to the EUPON Scientific Sessions and Exhibition Area (Only on June 16);
- EUPON Meeting Materials (Bag, Badge; Certificate of Attendance and Final Programme)
- Welcome Reception (June 16);
- Coffee during the breaks and Lunch (Only on June 16);

Accompanying Person fee includes:

- Welcome Reception (June 16, 2019);
- Farwell Dinner (June 18, 2019)
- 1 Porto City Tour Hop On Hop Off – Porto Sightseeing Tour

HOTEL RESERVATION

Skyros-Congressos will handle all the hotel accommodation requirements for **EUNOS and EUPON** participants. Accommodation should be booked at the registration form. The hotel rooms will be allocated on a first come, first served basis. For all the official hotels payment conditions as follows:

► **By Credit Card:** Until April 16, 2019 one night deposit per room is required to guarantee the booking. The remaining amount must be paid until May 16, 2019. By choosing this method of payment you automatically authorize Skyros to charge the amount in due on your credit card between the dates mentioned above.

► **By Bank Transfer:** Until April 16, 2019 one night deposit per room is required to guarantee the booking and the remaining amount must be paid before May 3, 2019. A copy of the bank transfer must be sent to eunos2019@skyros-congressos.com, otherwise only the first night will be booked and the remaining ones will be automatically cancelled. For reservations after May 3, 2019 full payment is required and only credit card will be accepted.

Skyros-Congressos will not be able to guarantee rooms after May 16, 2019.

- Early departure/Late arrival – full payment will be requested, no refund of any amount already paid.
- In case of no-show, the hotel will automatically release the reservation and payment will be non-refundable.

CONFIRMATION:

All services should be requested at the registration form.

Confirmation of registration will be sent upon payment confirmation. Until payment is confirmed, the registration will be on hold and won't be considered. The secretariat will send a confirmation mentioning all the requested services by email, this document will be a valid hotel and registration voucher.

NOTE - As from the 1st of March 2018 the city of Porto charges a **Municipal Touristic Tax**. This value isn't included in the prices of accommodation mentioned and will be charged by the hotel at the end of your stay. - [Municipal Touristic Tax](#)

CANCELLATION POLICY

All changes or cancellations must be addressed in writing to the secretariat Skyros Congressos.

➤ **REGISTRATIONS:** Cancellations received

- **before April 16th, 2019** – full refund will be granted only deducted of any bank charges and €30 tax of handling fee.
- **between April 16th and May 16th, 2019** – 50% refund only deducted of any bank charges and €30 tax of handling fee.
- **after May 16th, 2019** – no refund will be granted.

➤ **HOTEL RESERVATIONS:** Cancellations received

- **before April 16th, 2019** – full refund will be granted only deducted of any bank charges and €30 tax of reservation fee.
- **between April 16th, 2019 and May 9th, 2019** – full refund deducted of one-night deposit.
- **After May 9th, 2019** – no refund will be granted.

Please don't contact the hotel directly for any changes or cancellations always contact the Secretariat Skyros Congressos.

REIMBURSEMENTS

All reimbursements will take place after the conference

CHANGES

Registration changes will be accepted **until June 7, 2019 after** and On Site will be charged 20€ per change.

Any change or cancellation must be informed in writing to Skyros-Congressos by email eunos2019@skyros-congressos.com

RECEIPTS

The on-site Secretariat will only issue receipts for services requested on site.

Receipt changes will only be allowed if requested during the period of 30 days after the issue of the first document and only before or after the Congress never onsite.

CERTIFICATES

All certificates should be picked up onsite if forgotten the secretariat can send them, if requested in writing, until 30 days after the event ending, after this term Skyros-Congressos is not responsible for more certificates issuing.

PAYMENT METHOD DETAILS

For security reasons, the Secretariat will not accept payments in cash or personal checks.

➤ **Bank Transfer** - Payable to SKYROS-CONGRESSOS, LDA

Details of payment: "EUNOS2019 / Participants Name".

Participant's name must be clearly stated as well as the services the amount refers to.

Copy of the payment must be sent to Skyros together with the registration form.

Please note that all bank fees / charges must be paid by the transmitter.

After **May 17, 2019** only credit card will be accepted.

Account Name: SKYROS – Congressos, Lda.
Bank: Millennium BCP
IBAN: PT50 003300004520701179705
Swift: BCOMPTPL

➤ **Credit Card (Payment settled through a Security System)**

- ▶ Visa ▶ American Express ▶ Mastercard