

**Leading
Innovative
Vascular
Education**

2016

Organized by:
 **Institute of Vascular
Diseases (IVD), Greece**
<http://www.live2016.gr>

In collaboration with:
 **Hellenic Society of Vascular
and Endovascular Surgery**
 **Stony Brook University
Medical Center, New York, USA**

May 26-28, 2016

**Du Lac Hotel
and Congress Center
Ioannina, GREECE**

**MANUAL
FOR REGISTRATION
ACCOMMODATION BOOKIN**

REGISTRATION

✓ Registration Fees (euro/incl. 23% VAT)

Registration for the Symposium

Registration Fees (euro/incl. 23% VAT)

Fees apply to payments received prior to the indicated deadlines.

Registration Category	Early Pre-Registration until 25/04/2016	Late Pre-Registration from 26/04/16 & onsite Registration
Doctors ¹	€ 150,00	€200,00
Trainees ¹	Free	Free
Nursing Staff ²	Free	Free
Students ³	Free	Free

1. Registration Fee for Doctors and Trainees includes:

- Admission to the main Scientific Sessions
- Admission to the exhibition
- Symposium Material (badge, delegate bag, final programme, etc)
- Accredited Certificate of Attendance

2. Registration Fee for Nursing Staff includes:

- Participation to the Vascular Nursing Session (Hands-on practice)*
- Admission to the main Scientific Sessions
- Admission to the exhibition
- Certificate of Attendance

3. Registration Fee for Students includes:

- Admission to the main Scientific Sessions
- Certificate of Attendance

*General Registration for the symposium presupposes participation in the VASCULAR NURSING SESSION to be held on Saturday, May 28, 2016 at 09.00-13.00 hours. The Session applies only to GREEK participants.

Free registration policy as follows:

- For members of EVST (European Vascular Surgeons) 20 free registrations for LIVE symposium will be offered on a first come first served basis
- For members of the ESCVS (European Society for CardioVascular and Endovascular Surgery) 20 free registrations for LIVE symposium will be offered on a first come first served basis
- For members of the Turkish Vascular Surgical Society 20 free registrations for LIVE symposium will be offered on a first come first served basis
- For members of German Society for Vascular Surgery and Vascular Medicine 10 free registrations for LIVE symposium will be offered on a first come first served basis

Registration for the Pre-Symposium Course is included in the main registration fee.
However, pre-registration is required by filling the appropriate box in the on line form

✓ Pre-Registrations until May 10th, 2016

Companies can send requests for pre-registrations to the Organizing-Administrative Bureau until May 10th, 2016.

✓ On-site Registrations

Please note that from May 11th, 2016 & onwards **new registrations** can only be made on-site at the Secretariat during the Symposium.

✓ Group Registrations (over 5 pax)

Companies, that wish to invite participants to LIVE 2016, can take advantage (regarding early pre-registration reduced fee) by sending the **NUMBER** of the group (**estimated total number of participants**) along with payment to the Organizing-Administrative Bureau, **no later than April 25th, 2016.**

✓ Registration Process

- The same procedures should be followed for both individual registration and for group registrations.
- Submission of the online registration form **is not** encouraged for companies.
- Please note that **only written requests** and probable amendments are acceptable.

Steps:

1. Please send your request **by e-mail** to the Organizing-Administrative Bureau (**info@conferre.gr**)
 - in case of any individual registrations, name/surname and category (doctor, trainee etc) must be provided
 - in case of group registrations a specific LIST file (excel) should be completed and returned
2. The Organizing-Administrative Bureau will send you a **written confirmation** (within 5 days)
3. After receiving the confirmation, you should proceed with payment of the corresponding fees. Please note that, if not a full pre-payment (depending to its company's pricing policy) at least a **50% deposit** must be made **the latest by April 25^h, 2016.**
- 4. Full pre-payment should be completed the latest by May 20th, 2016.**

✓ Cancellation Policy

For **written cancellations** of registrations sent to the Organizing-Administrative Bureau:

- **Before & on 31/03/2016: full refund**
- **From 01/04/2016 & onwards: no refund**

In case of cancellation, refunds will be settled within 30 days from the end date of the Symposium.

All cancellations and/or amendments have to be made in writing to Conferre Ltd. No telephone cancellations and/or amendments will be accepted.

Early Pre-Registrations Rates

Please note that companies will benefit from the **early pre-registration rates** (as mentioned in the table below) provided that there will be **a 50% deposit of the total amount until April 25th, 2016.**

All invoices will be issued and sent after Symposium. No invoices will be sent in advance.

ACCOMMODATION BOOKING

The Organizing-Administrative Bureau has pre-booked an adequate number of rooms in the **Hotel Du Lac** (symposium venue) and other hotels during the dates of the Symposium.

Conferre Ltd has been appointed as the official hotel accommodation agent for LIVE 2016 and will handle all related arrangements.

✓ Accommodation Rates

The rates below are valid for both individual and group reservations (euro/incl. VAT)

Minimum stay of nights: three (3)

Official check-in time: 14:00 hours

Official check-out time: 12:00 hours

Hotel	Room Type	Package price* per room	
Hotel Du Lac (symposium venue) http://www.hoteldulac.gr/en.aspx (5*)	Double For Singe/Double use	450,00 €	<u>Package includes:</u> Three (3) nights' accommodation including breakfast (125,00€/night), Welcome Reception / Cocktail (35,00 €), Participation in two Light Lunches (lunch boxes) in the symposium venue (Friday-Saturday) (20,00€/light lunch). Coupons for above social events will be distributed to participants from the secretariat desk. All taxes
Hotel Filokalia http://www.filokalia.gr/en/gallery.aspx (3*) 550 m <i>by foot from the symposium venue</i>	Double For Singe/Double use	255,00 €	<u>Package includes:</u> Three (3) nights' accommodation including breakfast (60,00€/night), Welcome Reception / Cocktail (35,00 €), Participation in two Light Lunches (lunch boxes) in the symposium venue (Friday-Saturday) (20,00€/light lunch), All taxes
Hotel Akti http://www.aktihotel.gr/ (3*) 150 m <i>by foot from the symposium venue</i>	Double For Singe/Double use	255,00 €	<u>Package includes:</u> Three (3) nights' accommodation including breakfast (60,00€/night), Welcome Reception / Cocktail (35,00 €), Participation in two Light Lunches (lunch boxes) in the symposium venue (Friday-Saturday) (20,00€/light lunch), All taxes

Note:

Coupons to the social events (as above) will be distributed only to participants who will book their accommodation package through the official organizing – administrative bureau.

✓ Booking Process

✓ Steps:

The same procedures should be followed for both individual and for group accommodation bookings.

-Please send your request by e-mail to the Organizing-Administrative Bureau (info@conferre.gr). Requests must strictly refer to:

- ☐ name /surname ☐ type of room
- ☐ exact check-in & check-out dates (available as mentioned for the dates of the meeting)
- ☐ extras (optional) ☐ indicating for a twin room (optional)

-Please note that **only written requests** and probable amendments are acceptable.

-The Organizing-Administrative Bureau will send you a **written confirmation** (within 5 days) and you will be informed about availability.

-After receiving the confirmation, you should proceed with **a DEPOSIT of 50% for the cost of each package (including accommodation and ticket cost) per participant within 5 days.**

Your accommodation booking will not be confirmed unless accompanied by a deposit and the proof of payment (in case of bank transfer)

-Finally, you should proceed with **FULL PAYMENT** of the corresponding balance **until April 20th, 2016.**

Please note that, if not a full pre-payment (depending to its company's pricing policy) at least a 50% deposit must be made.

✓ Important Notes:

The Organizing-Administrative-Bureau has proceeded with pre-booking the above accommodation **ONLY** for the days of the scientific programme **26/05/2016- 29/05/2016**. For different dates, type of room or/and extra needs, you should make a written request to the Organizing-Administrative Bureau (info@conferre.gr) in order to be informed about availability and further procedures.

Name-Lists

Name-List (excel file) of participants for accommodation duly completed must be sent **the latest by April 25th, 2016** following the above mentioned process.

Hotel Vouchers

Hotel vouchers will not be sent by the Organizing-Administrative Bureau for each participant individually.

The participant should receive the hotel confirmation from the company directly.

All invoices will be issued and sent after the Symposium. No invoices will be sent in advance.

Requests will be served on a first-come, first-served, space-available basis.

We strongly advise all companies to request for accommodation as soon as possible.

The Organizing-Administrative Bureau will not be able to guarantee rooms after 20/04/2016.

✓ Cancellation Policy:

For any written cancellations of rooms sent to the Organizing-Administrative Bureau:

- **Before & on 29/02/2016: there will be full refund**
- **From 01/03/2016 until 25/03/2016: 50% for the cost of each package**
- **From 26/03/2016 & onwards: there will be no refund**

In case of cancellation, refunds will be settled within 30 days from the end date of the Symposium.

All cancellations and/or amendments have to be made in writing to Conferre Ltd. No telephone cancellations and/or amendments will be accepted.

In case of non-arrival, the hotel will automatically release the reservation, and full payment will be non-refundable.

If you arrive later or leave earlier than on the dates indicated on your reservation form, the total accommodation amount will be charged and no refunds will be made.

METHODS OF PAYMENT

All payments for the Congress must be made in EUROS to Conferre Ltd.

Conferre Ltd is the professional Organizing-Administrative Bureau/Secretariat for LIVE 2016 and acts on behalf of the Organizers.

A. By BANK TRANSFER

1. Bank of Piraeus, Branch of Ioannina 2405 (Dimokratias Sqr., Ioannina, Greece)

Bank account: **5405-014793-745**

IBAN: GR38 0172 4050 00 5405 014793 745

Swift-BIC: PIRBGRAA

Beneficiary: Conferre Ltd

2. Alpha Bank, Branch of Ioannina 371 (Agiou Georgiou, Dimokratias Sqr., Ioannina, Greece)

Bank account: **371-00-23-20000-940**

IBAN: GR65 0140 3710 371 00 23 20000 940

Swift-BIC: CRBAGRAA

Beneficiary: Conferre Ltd

Notes:

Please on the bank remittance do not forget to mention:

- Participant's name(if individual)
- Reason of payment (**LIVE2016**)

*** Please transfer all payments free of charge for the beneficiary.**

Please send a copy the bank remittance or a payment notification by e-mail (info@conferre.gr)
or fax (+30 26510 68611) after making the bank transfer.

B. By CREDIT CARD (MasterCard or Visa)

Within written confirmation by email, you will receive a Credit Card Form, which in order to be completed and returned back.

LIVE 2016 Organizers & Conferre Ltd shall not be responsible for and shall be exempt from all liability in respect of any loss, damage, injury, accident, delay or inconvenience to any person, or his /her luggage or any other property for any reason whatsoever, for any tourist services provided. Personal travel and health insurance is recommended.