

LIVE
2015

**Leading
Innovative
Vascular
Education**

**MANUAL
FOR REGISTRATION
& ACCOMMODATION**

Organized by:

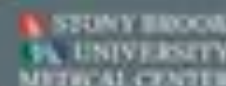


**Institute of
Vascular Diseases (IVD), Greece**

In collaboration with:



**Hellenic Society of Vascular
and Endovascular Surgery**



**Stony Brook University
Medical Center, New York, USA**

**May 21-23
2015**

**Atlantis Hotel
Heraklion Crete
GREECE**

<http://www.live2015.gr>

**LIVE 2015 Symposium
will be submitted to be approved
with CME credits by the EACCME of the UEMS**

REGISTRATIONS

✓ 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 20/04/2015	Late Pre-Registration from 21/04/15 & onsite Registration
Doctors¹	€ 150,00	€200,00
Trainees¹	Free	Free
Nursing Staff²	Free	Free
Students³	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
- Coffee breaks and lunches during the Symposium
- Opening Ceremony and Welcome Reception

2. Registration Fee for Nursing Staff includes:

- Participation to the Vascular Nursing Session
- Admission to the main Scientific Sessions
- Admission to the exhibition
- Certificate of Attendance
- Symposium Material (badge, delegate bag, final programme, etc)
- Coffee Breaks and lunches during the Symposium
- Opening Ceremony and Welcome Reception

3. Registration Fee for Students includes:

- Admission to the main Scientific Sessions
- Admission to the exhibition
- Certificate of Attendance

***General Registration for the symposium presupposes participation in the VASCULAR NURSING SESSION to be held on Saturday, May 23, 2015 at 09.30-13.30 hours. The Session applies only to GREEK participants.**

Registration for the Pre-Symposium Course:

Modern Therapeutic Interventions in Venous Diseases: Case discussion and venous ultrasound
Thursday, May 21st, 2015 at 09.00-15.30 hours

Registration Category

Fee

Doctors

€ 50.00 PART I + 50.00€ PART II

Trainees

€ 50.00 PART I + 50.00€ PART II

Limited number of participants. Pre-registration is required. For more information please visit
<http://www.live2015.gr>

✓ Pre-Registrations until May 15th, 2015

Companies can send requests for pre-registrations to the Organizing-Administrative Bureau until May 15th, 2015.

✓ On-site Registrations

Please note that from May 16th, & 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 2015, can take advantage (regarding early pre-registration reduced fee) by sending the **NUMBER** of the group (**estimated total number of participants**) to the Organizing-Administrative Bureau, **no later than April 20th, 2015.**

✓ 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 **30% deposit** must be made **the latest by April 30th, 2015.**
4. **Full pre-payment should be completed the latest by May 15th, 2015.**

✓ Cancellation Policy

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

- **Before & on 31/03/2014: full refund**
- **From 01/04/2015 until 20/04/2013: 50% of the amount will be refunded**
- **From 21/04/2015 & 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 20th, 2015.**

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 **Aquila Atlantis Hotel** (symposium venue) at special rates for the participants during the dates of the Symposium.

Conferre Ltd has been appointed as the official hotel accommodation agent for LIVE 2015 and will handle all related arrangements.

✓ Accommodation Rates

The rates below are valid for both individual and group reservations (euro/incl. VAT)		
Hotel	Room Type	Cost per night/per room
AQUILA ATLANTIS HOTEL (symposium venue)	Double For Singe use	125,00 €
	Double	125,00 €
<u>Cost includes:</u> Breakfast & All taxes		Official check-in time: 14:00 hours
Minimum stay of nights: two (2)		Official check-out time: 12:00 hours

✓ Booking Process

- The same procedures should be followed for both individual and for group accommodation bookings.
- Completing and sending the Accommodation Form via website is not encouraged for companies.
- Please note that **only written requests** and probable amendments are acceptable.

For booking process the same steps with Registration Process should be followed as mentioned above!

Note: Step 4 (full pre-payment) is not mandatory to be made prior the symposium.

✓ Important Notes:

The Organizing-Administrative-Bureau has proceeded with pre-booking the above accommodation **ONLY** for the days of the scientific programme **20/05/2015- 24/05/2015**. 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 30th, 2013** 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 20/04/2015.

✓ Cancellation Policy:

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

- **Before & on 28/02/2015: there will be full refund**
- **From 01/03/2015 until 31/03/2015: one night cancellation fee/per room**
- **From 01/04/2015 & 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 2013 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 (**LIVE2015**)

*** 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 2015 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.