

## GENERAL CONDITIONS

### REGISTRATION:

The registration form must be completed and submitted online with payment;  
If the form is received without the corresponding payment the bookings won't be considered;

### REGISTRATION FEES INCLUDE:

#### PARTICIPANT:

- Welcome Cocktail (March 22<sup>nd</sup>, 2017);
- Congress Bag & Materials;
- Attendance to Scientific Sessions;
- Attendance to Exhibition Hall;
- Coffee Breaks and Lunches (March 23<sup>rd</sup> and 24<sup>th</sup>, 2017);
- Certificate of Attendance;
- Optional possibility of admission to the Farewell Dinner (March 24<sup>th</sup>) with an extra fee;

#### ONLY ONE DAY:

- Two Coffee Breaks and One Lunch for the selected day;
- Congress Bag & Materials;
- Attendance to Scientific Sessions;
- Attendance to Exhibition Hall;
- Certificate of Attendance for the selected day;

#### ACCOMPANYING PERSON:

- Welcome Cocktail (March 22<sup>nd</sup>, 2017);
- Porto Card;

### CONFIRMATION:

All services should be requested at the registration form.

Confirmation of registration will be sent only after payment.

Until payment is received, the registration will be on hold and won't be considered.

Please note that no voucher will be sent. The secretariat will send a confirmation by e-mail mentioning all the requested and confirmed services.

### HOTEL RESERVATION

Skyros-Congressos will handle all the hotel accommodation requirements for **ECToH 2017** 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 January 20<sup>th</sup> 2017 one night deposit** per room is required to guarantee the booking. The remaining amount has to be paid **until February 10<sup>th</sup> 2017**. 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 January 20<sup>th</sup> 2017 one night deposit** per room is required to guarantee the booking and the remaining amount have to be paid before **February 1<sup>st</sup> 2017**. A copy of the bank transfer must be sent to **ectoh2017@skyros-congressos.com**, otherwise only the first night will be booked and the remaining ones will be automatically cancelled.

For reservations **after January 20<sup>th</sup> 2017** full payment is required and **after February 1<sup>st</sup> 2017** only credit card will be accepted.

Reservation changes must be sent to **ectoh2017@skyros-congressos.com until February 22<sup>nd</sup> 2017**. Skyros-Congressos will not be able to guarantee rooms **after February 22<sup>nd</sup> 2017**.

Confirmation Letter is a valid hotel and registration voucher.

## **CANCELLATION POLICY**

Changes or cancellations have to be addressed in writing to **ectoh2017@skyros-congressos.com**  
Please don't contact the hotel directly.

### ► **HOTEL ACCOMMODATION - GENERAL CONDITIONS**

- For cancellations received **until January 20<sup>th</sup> 2017** – full refund will be granted only deducted of any bank fees and 30 Euros handling fee.
- For cancellations received **between January 20<sup>th</sup> and February 20<sup>th</sup> 2017** – 1 night accommodation will be charged.
- For cancellation received **after February 20<sup>th</sup> 2017** – no refund.
- In case of No Show/Early departure/Late arrival – no refund.

### ► **HOTEL ACCOMMODATION – SPECIAL CONDITIONS:**

#### **BESSA HOTEL:**

- For cancellations received **until December 20<sup>th</sup> 2016** – full refund will be granted only deducted of any bank fees and 30 Euros handling fee, **after this date and until February 20<sup>th</sup>** 1night accommodation will be charged.
- For cancellation received **after February 20<sup>th</sup> 2017** – no refund.
- In case of No Show/Early departure/Late arrival – no refund.

#### **MÚSICA HOTEL:**

- For cancellations received **until December 20<sup>th</sup> 2016** – full refund will be granted only deducted of any bank fees and 30 Euros handling fee.
- **After December 21<sup>st</sup> until February 20<sup>th</sup> 2016** it's only possible to cancel 30% of the reservation.
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- For cancellation received **after February 21<sup>st</sup> 2017** – no refund.

- In case of No Show/Early departure/Late arrival – no refund.

## CANCELLATION POLICY

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### ➤ **REGISTRATIONS & SOCIAL PROGRAM:**

- Cancellations received **before January 20<sup>th</sup> 2016** – full refund will be granted only deducted of any bank charges and €30 tax of handling fee.
- Cancellations received **between January 20<sup>th</sup> and February 20<sup>th</sup> 2016** – 50% refund only deducted of any bank charges and €30 tax of handling fee.
- Cancellation received **after February 20<sup>th</sup> 2016** – no refund will be granted.

## REIMBURSEMENTS

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All reimbursements will take place after the Congress.

## IMPORTANT

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The registration acceptance will end/ close on **March 15<sup>th</sup>, 2017.**

All services requested after this date will only be accepted on site and they must be paid directly even if requested by a company. All services are subject to availability.

## FAREWELL DINNER (March 24<sup>th</sup>) - Optional

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The payment of the extra fee (90 Euros) is only effective to registered participants, you have to be registered in the congress to access the dinner.

## CHANGES

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The Reservation changes will be accepted until **March 15<sup>th</sup> 2017, after this date and Onsite** will be charged 20€ per change name.

Any change or cancellation must be informed in writing to Skyros-Congressos by the email address **[ectoh2017@skyros-congressos.com](mailto:ectoh2017@skyros-congressos.com)**

## RECEIPTS

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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

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# 7<sup>th</sup>ECToH Conference on Tobacco or Health



2017  
ECToH

22-25 March 2017  
Porto, Portugal  
Sheraton Porto Hotel

All certificates will be digital and sent by e-mail after the conference. If not received within a week please contact the secretariat. Certificates can be sent until 30 days after the event ending, after this term Skyros-Congressos is not responsible for sending more certificates.

## METHOD OF PAYMENT 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: "**ECTOH2017 / 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 **February 1<sup>st</sup> 2017**, only credit card will be accepted.

### Bank Details:

**Account Name:** SKYROS – Congressos, Lda.

**Bank:** Millennium BCP

**Branch:** Leça da Palmeira

**IBAN:** PT50 0033 0000 4520 7011 7970 5

**Swift:** BCOMPTPL

➤ **Bank Transfer (Only valid for payments settled in Portugal, using Portuguese Bank Accounts)**

**Account Name:** SKYROS – Congressos, Lda

**NIB:** 0033 0000 4520 7011 7970 5

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

- Visa
- American Express
- Mastercard



SKYROS CONGRESSOS

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