

General information for registration and abstract submission

1. Registration

Your personal data are required for registration. Please fill in the online registration form completely. You will receive an official confirmation of registration/invoice from K.I.T. Group GmbH Dresden by e-mail.

2. Program booking

In addition to your registration as scientist, speaker or organizer you are requested to select one of the two workshops on Wednesday morning and the symposia you wish to attend for each day. For information on workshops and symposia please visit the preliminary program. Your selection is not binding, it is just an information for us in order to plan the appropriate sizes of the lecture halls. If you cannot take part in one of the workshops or in several symposia please leave it out.

3. Payment method

You can pay the registration fee by credit card or by bank transfer.

Please note: The registration for the conference at the early fee is only valid after receiving the full registration fees. If you do not pay the fees within the deadline mentioned in your invoice or February 23, 2015 at the latest, the late fee will apply and you will receive a new invoice from the Meeting Secretariat subsequently.

The registration fee is non-refundable after the deadline for early registration on February 23, 2015.

If you want to pay by **credit card** you need to pay the registration fee during your online registration. No credit card fee will be charged. You will get an invoice/confirmation of registration and payment after your online registration by e-mail.

If you want to pay by **bank transfer** you will get an invoice with the date of payment and all bank details after your online registration by e-mail. Please make sure that all bank charges will be covered by you. Registration is only valid after receiving the full registration fee.

4. Abstract submission

If you want to participate with your own poster presentation you have to submit your abstract via the online form until **February 23, 2015**. **Please note that your abstract will only be accepted if we have also received your registration until the mentioned deadline.** Otherwise your abstract will be deleted. Please be aware that all plenary lectures are invited lectures.



It is only possible to submit one poster per participant. The registered participant is automatically the first author and will be the presenting author of the poster. Plenary speakers and speakers in symposia or workshops are entitled to present one poster in addition to their oral presentation.

During the abstract submission, you need to assign your abstract in one of the given categories and choose one to three related keywords. Please follow the instructions within the form for abstract submission.

The following components are required:

- Title of the abstract
- Author(s)
- Authors' affiliations
- Text body (max. 2200 characters, spaces not included)

You are allowed to add one figure and one table to your abstract. The file must adhere to the following requirements:

- The figure should be converted to a JPEG, GIF, TIF or BMP image.
- There is no maximum size for the figure.
- Your table should be converted to an excel file or – if not possible – it must be converted to JPEG, GIF, TIF or BMP.
- Maximum size for the table is 1 MB

Abstract editing is possible free of charge until the deadline for abstract submission and early registration, i.e. February 23, 2015.

5. Hotel reservation

In cooperation with the hotel reservation service HRS, the congress organizer has reserved a large number of hotel rooms. For hotel reservation please use the link on the conference website.

The conference will take place at the EUSKALDUNA Conference Centre. We recommend the hotel Meliá Bilbao as it is located just in front of the conference center.