
BLANK LIST GROUP REGISTRATIONS POLICY

59th ERA Congress - May 19-22, 2022

***IMPORTANT:** all those who book and pay for a blank list group automatically accept and agree with all the rules mentioned below and ERA's [Terms & Conditions](#) and [Privacy Policy](#).*

Overall information

The following set of rules only applies to those who wish to book at least 10 guests at the special rate independently of the ERA membership category. Please check the fees and deadlines [here](#).

The conditions to book a blank list are:

- booking at least 10 delegates
- making the booking and payment within March 8, 2022
- providing the definitive names and full details of each guest within April 28, 2022.

Bookings

- Must be made through the [online platform](#) by choosing the 'Group registration' option and following the instructions for 'Blank group'.
- Those who book a blank list without finalizing the payment by the set deadline will be cancelled.
- The blank group membership fee is EUR 480.00 per person.

Payment options

- Payments can be made by:
 - Credit card: Visa, MasterCard and American Express
 - Bank transfer: Payments by bank transfer (net amount, no charges for ERA) can be made to the following bank account:
Beneficiary name: European Renal Association (ERA)
Bank name: UBS AG
Bank address: 45 Bahnhofstrasse, CH-8098 Zuerich Switzerland
Account number: 236-473.242.60 E
SWIFT/BIC: UBSWCHZH80A
IBAN: CH75 0023 6236 4732 42 60 E
A copy of the bank transfer receipt must be sent by email (era-registration@interplan.de), as soon as the online booking has been processed and no later than March 8, 2022.
- The booking will not be confirmed until receipt of the payment.
- Since this Congress is an educational initiative for professionals, provided by a Charity, it is not subject to VAT and only receipts of payment, not invoices, can be issued.
- All payments must be made in EUR.

- The name of the company and order code must be specified in the payment reason when making the bank transfer. This will ensure that your payment is correctly received and matched with your booking.
- Bank fees are the sole responsibility of the guest/company and should be paid in addition to the booking fees.

How to book a blank group within March 8, 2022 and how to submit your guest list within April 28, 2022.

Please see the instructions and rules on the booking [webpage](#).

What details are required to book my guests?

You are asked to provide the following details of each guest:

- Title (Prof/Dr/Mr/Ms/Mrs)
- First name
- Last name
- Date of birth
- Email: we cannot accept the email addresses of the agency and/or sponsor, and the email addresses cannot be the same for all guests. Please use a personalized email address for each guest to guarantee access to the virtual platform.
- Department, institution/hospital, street address, zip code, city, state and country
- Participant type: please select 'Blank Group ERA Member' or 'Blank Group Non Member'
- Area of interest
- Prescribing professional (Yes/No)
- Phone Number (Mobile)

You can enter each guest manually directly in the system or fill in an Excel spreadsheet and upload it when completed.

For Delegates with an active ERA login account, please make sure to use the correct email address related to the membership status.

Confirmation letters

You can download the confirmation letters for your guests directly from your 'My ERA' profile. The confirmation letter is the only official document that certifies the booking.

Deadlines and name changes

It is possible to make name changes from your 'My ERA' account or by contacting era-registration@interplan.de before April 28, 2022. We cannot accept name changes and/or new names (even if the total amount of guests has not been reached) after April 28, 2022.

Cancellation policy

- Before April 28, 2022: cancellations are possible, but the amount that will be refunded cannot exceed 10% of the total booking.
- After April 28, 2022: no refunds are possible.
- Claims regarding refunds can only be processed after the Congress, in order to ascertain that the cancelled guests did not participate. Refunds will not be given if the guests have used the booking.

Q & A

Where can I find the "Blank Group Booking Portal"?

Please go to your „My ERA account“ via ERA 2022 website > In Section „My Congress“ you will find the “Group Congress membership”

How can I book my Blank Group?

Within the group portal please follow these steps:

1) Click on "Book Contingent/Payment" and choose between „Virtual Congress Membership or Onsite Congress Membership“. As participant type please select **“Blank Group ERA Member / Blank Group Non Member”- 480 €** for your participants, go ahead and proceed with your group payment.

2) You can add each guest manually directly in the system by clicking on "Add participants". Alternatively you have the possibility to download an excel file provided in the portal, fill in all details and upload it again in the system. You can find it under "Add participants / File Upload" > "Import".

The Submission deadline of names for blank registrations is 28, April at the latest.

3) Click on "**DISTRIBUTE**" to assign the booked contingent to each participant. Please enter „Blank Group ERA Member / Blank Group Non Member“ as type of Delegate. The Distribution is necessary to guarantee a valid ticket for each of your participants.

4) Choose the preferred modality to manage the confirmation emails (download or send them).

I cannot upload my list. What can I do?

Please contact era-registration@interplan.de, clearly mentioning the errors you experience. Please also provide a screenshot of the error message.

I have to cancel a guest in my list and substitute it with another one. Can I change the name?

Before April 28, 2022: you can do it directly from your ‘MY ERA’ account; after April 28, 2022: name changes are no longer allowed.

I will not use my blank list booking: can I have a reimbursement?

Yes, you will be reimbursed according to the cancellation policy (see above).

I have booked and paid for 10 guests and, so far, I already submitted 10 names, but I now want to add a new guest to my list before the deadline. How can I do this?
You can add them one by one through your 'My ERA' account by April 28, 2022.

My list is still incomplete: can I add more guests after the deadline of April 28, 2022?
No, after the deadline bookings are considered final and complete. The unused bookings will be reimbursed according to the cancellation policy (see above).

I want to book and pay for more blank list bookings but the deadline of March 8, 2022 has expired. Can I add more guests to my blank list?
No, you will have to book a new group booking (if you have 3 or more guests) and follow the regular registration policy.

You still haven't found an answer to your question?
Contact us at era-registration@interplan.de

For other issues, please contact:

General Organisation: era-congress@interplan.de
Industry Sales & Sponsoring: era-industry@interplan.de
Industry Exhibition: era-exhibition@interplan.de
Exhibitor Registration: era-exhibition-reg@interplan.de