



## ICOS+ | Registration

### Registration Key dates

Registration for ICOS+ 2025 opens on December, 8, 2024.

Deadline for submissions: Until March, 12<sup>th</sup> 2025

Early bird registration: Until April 5<sup>th</sup>, 2025

Deadline for registration: Until April 28<sup>th</sup>, 2025

Please read carefully all the detailed information before registering.

### Registration process

To register for ICOS+ 2025, follow the steps below:

#### Step 1

- Fill in the registration form
- If you are registering as “Student”, send your student card (or other valid document) by e-mail to [registration@icoscongress.com](mailto:registration@icoscongress.com), as proof of your student status.
- Wait for an email from [registration@icoscongress.com](mailto:registration@icoscongress.com) with payment details.

#### Step 2

- Pay your congress registration fee (bank transfer, only).
- Send your bank transfer receipt by email to [registration@icoscongress.com](mailto:registration@icoscongress.com)

#### Step 3

- Wait for confirmation email and receipt from [registration@icoscongress.com](mailto:registration@icoscongress.com)

## Registration Fees

	Early bird registration (until 05 April, 2025)	Full price (until 28 April, 2025)
Student from IPSantarém <sup>*1</sup>		90 euros
Student from another institution <sup>*1</sup>		120 euros
IPSantarém employee		90 euros
Regular participant	150 euros	200 euros
Daily fee		100 euros
Daily fee (IPSantarém student or employee) <sup>*1</sup>		50 euros

<sup>\*1</sup> - Proof of student status is required. Please send your student card by e-mail to [registration@icoscongress.com](mailto:registration@icoscongress.com)

## What's included in your registration fee (by type of registration)

	Student from IPSantarém	Student from another institution	IPSantarém employee	Regular participant	Daily fee	Daily fee (IPSantarém student or employee)
Congress access <sup>A</sup>	X	X	X	X	X	X
Congress material <sup>B</sup>	X	X	X	X	X	X
Lunches and coffee breaks <sup>C</sup>	X	X	X	X	X	X
Congress dinner <sup>D;E</sup>				X		
Professional Certification <sup>E</sup>	X	X	X	X	X	X

Workshops and discussions sessions <sup>F</sup>	X	X	X	X	X	X
Physical activity sessions <sup>F</sup>	X	X	X	X	X	X

A – Congress access includes: access scientific sessions - plenary sessions, poster sessions, and parallel sessions.

B – Congress material includes: a backpack, a water bottle, notebook, pen and mug.

C – Each day you have 2 coffee breaks and one lunch included

D – Congress dinner includes e three course menu

E – Only granted if confirmed upon registration.

F - Free, but sign-up required. Limited number of participants in some activities. Details on the [workshops and meetings](#) and on the other [activities](#)

### Social program

Social program activities on the third day of the congress includes a Bus Tour around the region, a surf class and a hiking and a cave visitation. These activities imply an additional fee to the conference registration fee, and must be booked in advance.

Participants who wish to participate, must choose between one of the activities, and must register for the activity you wish to attend. All activities have a limited number of participation and registration will be considered by order of congress registration (confirmed upon receipt of payment).

Details and costs of these activities in this [link](#)

### Confirmation of registration

Registration will be complete once we receive an email from you with the bank transfer receipt (confirming you've paid for registration). After that, a confirmation email and receipt will be sent from [registration@icoscongress.com](mailto:registration@icoscongress.com) to you.

### If you are submitting an abstract

Please note that a completed registration is not a prerequisite for submitting an abstract to the congress, however first authors should register for the congress. If a first author is unable to attend, a registered co-author is permitted to present the research on their behalf.

See [Abstract submission](#) for details and deadlines for abstract submission.

### **Cancellation policy and refunds**

Please read carefully our "[Terms and Conditions](#)".

### **Terms and Conditions**

#### **1. Cancellation and Refund Policy**

For cancellation and refund issues, please use the e-mail: [registration@icoscongress.com](mailto:registration@icoscongress.com)

Registration's cancellations are only available for full congress registrations.

Full Refund Deadline: Cancellations will be eligible for a full refund until 28th April.

Partial Refund: Cancellations made in the period 28th April- 31st May, will be subject to a cancellation fee of 85€.

Late Cancellations: After 31st May no refunds will be issued except in cases of documented exceptional circumstances (e.g., family bereavement, health issues).

Registration Transfer: Registration transfer to another individual may be permitted upon prior notification, with an administrative fee, if applicable.

Any changes to your registration must be sent to [registration@icoscongress.com](mailto:registration@icoscongress.com).

#### **2. Payment Policy**

Accepted Payment Methods: Direct bank transfer, only.

Registration Confirmation: Registration will only be confirmed upon receipt of payment. Any delays in payment may result in potential loss of reservation.

### 3. Terms of Participation and Conduct

**Acceptance of Event Terms:** By registering, participants agree to abide by all event rules and the code of conduct, which emphasize respectful and appropriate behavior in an international academic setting. Discrimination against attendees based on race, color, religion, sex, sexual orientation, age, national origin, disability or others is completely prohibited.

**Right of Admission:** The organizers reserve the right to refuse entry and permanence in the event to any participant who violates these terms or demonstrates inappropriate conduct.

### 4. Changes to Program or Venue

**Program Changes:** Please note that the program, speakers, or venue are subject to change, and organizers reserve the right to make any adjustments without prior notice.

**Event Cancellation or Postponement:** In case of event cancellation or postponement, full refunds will be made available to registered participants.

### 5. Image Rights and Media Release

**Use of Photos and Recordings:** The event will be photographed and/or recorded for promotional and archival purposes. By attending, participants agree to the use of their likeness for these purposes.

**Privacy and Data Protection:** Personal data will be handled in accordance with applicable privacy laws (GDPR) and will not be shared with third parties without permission.

### 6. Liability and Disclaimer

**Disclaimer for External Circumstances:** The organizers are not liable for events beyond their control (e.g., pandemics, strikes, natural disasters) that may affect the congress.

**Personal Cost Coverage:** Participants are responsible for any personal costs associated with attendance (e.g., transportation, accommodation, visas).

### 7. Certificate of Participation Policy

**Eligibility for Certificate Issuance:** Conditions for receiving a certificate will be specified (e.g., minimum attendance at sessions).

**Digital Certificates and Re-issuance:** Certificates will be issued digitally. Additional re-issuance or a physical copy might be subject to additional fees.

## 8. Responsibility for Third-Party Services

Disclaimer for Third-Party Services: The congress organizers do not assume responsibility for acts, omissions, or conditions related to services provided by external suppliers. This includes, but is not limited to, catering services, accommodation, and transportation. Any issues or complaints related to these services should be directed to the respective third-party providers.