

# Registration- and Payment Terms

## Registration

In order for us to offer our participants the best possible service, please register your application no later than 72 hours before the start of the activity. When registering at short notice, please also contact the project administrator via email (terese.bergstrom@medhouse.se) Note that we have a limitation of 20 participants physically.

By submitting the registration form, you accept to attend the selected course and provide us your invoice information. You are entitled a 14-day right of withdrawal, according to the *Act on Distance Contracts*. The withdrawal period begins the day you submit the registration form. All withdrawals have to be reported to the project administrator.

## Participation fee and VAT

There is a participation fee for each participant and course: GCP (6900 SEK), GMP (6900 SEK), RA and GDP (10 350 SEK), PV (6900 SEK) and Advanced RA (6900 SEK), Medical writing (6900 SEK), Medical Affairs (13 800 SEK). You can register for as many courses as you like. All prices and participation fees are VAT exclusive, and VAT (25%) will be added. According to VAT regulations in the European Union (EU), participants from companies within the EU are required to state their company VAT registration number on the registration form.

## Payment

An invoice, preferably electronic, will be sent upon registration. Payment terms are a standard of 14 days, but in case of other preferences, please contact the project administrator by email.

## Cancellation

Cancellation should in all cases be in writing to the project administrator by email. Cancellation received from 15 days after registration until 30 days before the event will be funded by 75%. Cancellations received 30-7 days before the event (first day) will



be refunded 50% of the course fee.  
Cancellations received 6-0 days



before the event (first day) will not be refunded.

If you are unable to attend the event, you may send another participant from the same company. Please inform in writing the project administrator.

## **Cancellation in case of illness**

When cancellation is made in case of illness, you may participate in the next upcoming occasion. No refunding will be made. When a cancellation is made concerning one of the activity/days of a course you will be refunded 50% of the course fee.

In both cases a medical certificate is needed.

## **Cancellation and change of event dates from Medhouse MORE medical AB or Svensk Medicin AB**

Medhouse MORE medical AB and Svensk Medicin AB own the right to cancel or change the dates of an event. In such a case, you will be refunded the full participation fee. Note, we do not reimburse any other costs you may have in conjunction with the cancellation.

## **Cancellation Insurance**

EU citizens only: If you have purchased cancellation insurance via Europeiska ERV when you booked the event, you should besides contact Medhouse MORE medical AB, also contact Europeiska ERV. You may then get the entire participation fee and accommodation refunded. Press [here](#) to read more on how to cancel and get your money back.