

CONGRESS INFORMATION

REGISTRATION MATERIAL PICK-UP

For those sponsors arriving before the start of the Congress to pick up their participants' materials, the registration partner will arrange fixed appointments to be held on Thursday, September 16, 2010 and on Friday, September 17, 2010 before the official opening of the Congress. This is to enable sponsors to deal on a one-to-one basis with a registration contact, to make name changes or to add new participants as needed, in order to avoid the Saturday morning Congress crowds. Appointments will be scheduled approximately 3 weeks before the Congress; K.I.T. Group will contact the sponsors in due time.

PRESS REGISTRATION

Media registration is complimentary. Only working journalists with appropriate credentials will be admitted to the Media Centre. Publishers and representatives of sales, advertising or marketing departments of publications may not register as media. No exceptions will be made.

For additional information, please visit our homepage or contact the ERS Press Office at: pressofficer@ersnet.org

ACCOMMODATION

Individual online bookings can be made *via* the Congress website, www.ersnet.org, from **April 2010***.

A number of hotel rooms in different price categories have been reserved in Barcelona and surrounding areas for the 20th Annual Congress of the ERS. As a service for individual participants, Viajes Iberia Congressos will arrange your hotel accommodation at no extra charge. There are five hotel room ratings, ranging from 2 star to 5 star deluxe.

HOTEL RATING PRICE RANGE (EUR)

Hotel Category	Single room min/max	Double room min/max
5 star Deluxe	350/500	390/525
5 star	290/430	310/400
4 star	140/300	175/330
3 star	110/230	110/220
2 star	105/135	120/140

Each category has a minimum and a maximum rate based on single/double occupancy. All hotels offer bath/shower/WC, telephone and breakfast facilities. Hotels of 4 and 5 stars usually have a restaurant and a bar.

All rates (per room, per night) include breakfast, Spanish VAT (7%) and service. Rates are shown for standard rooms. Other types of rooms (superior, deluxe, junior suite, etc.) are available on request. These prices are indicative and may be subject to change.

RESERVATION

Due to limited room availability in Barcelona, we do advise you to make your reservation as early as possible in

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order to have the best choice of available hotels.

Hotel accommodation is subject to availability and will be allocated on a "first come, first served" basis. Requests received after **August 15, 2010** cannot be guaranteed, although Viajes Iberia Congressos will make every effort to meet participants' requirements.

All reservations must be made in writing using the hotel online booking form, which will be available in **April 2010***. Telephone reservations will not be accepted.

Should the selected hotel(s) be sold out, Viajes Iberia Congressos reserves the right to book a hotel in an alternative category and price range.

PAYMENT AND CONFIRMATION

Please note that in order to secure your reservation, Viajes Iberia Congressos will charge to the credit card provided the room deposit, which will vary depending on the chosen hotel. The deposit charged will be equivalent to two nights' stay and the balance due will be paid directly to the hotel upon checkout.

Alternatively, a bank transfer for the deposit amount can be made until **July 10, 2010** (all bank fees must be covered



by the payee). No reservations will be confirmed until the payment has been received. Viajes Iberia Congress reserves the right to book another hotel category if the requested accommodation is fully booked.

CHANGES AND CANCELLATIONS

All changes and cancellations must be sent in writing (fax, letter or e-mail) to:

Viajes Iberia Congressos
C/Pallars 193,
2ª Planta
ES - 08005 Barcelona, Spain
Tel: +34 93 5101005 Fax: +34 935101009
E-mail: ers2010hotel@viajesiberia.com

Please note that hotels will not accept any changes or cancellations directly.

For cancellations received between May 1 and July 10, 2010, one full night's accommodation cost per cancelled room will be charged by Viajes Iberia Congressos. No refund of the hotel deposit can be made for cancellations received

between July 11 and August 1. For cancellations or reductions in the length of stay made after August 1, 2010, and no-shows, Viajes Iberia Congressos will charge the full confirmed stay.

GROUP RESERVATIONS

Group reservations (10 rooms minimum) will be handled by separate contracts and separate regulations. Please contact Viajes Iberia Congressos directly for further information at ers2010hotel@viajesiberia.com

LOW-BUDGET ACCOMMODATION

Low-budget accommodation can be booked at the University halls of residence *via* the following website www.rolinesystem.com/v6/home.asp from **April 2010***. Please check the booking conditions which as these differ to those outlined above.

For reservations in youth hostels and other hostels, please note that no pre-bookings are possible through Viajes Iberia Congressos. You can, however, use the following websites to find lists of youth hostels and hostels, and then make your reservation directly. The rates for youth hostels and other hostels will start at approximately EUR 25 per night.

www.hostels.com/Barcelona or
www.hostelworld.com/hostels/Barcelona

SPANISH VAT

Supply of goods and services within Spain is generally taxed at a standard VAT rate of (currently) 16%, which will most probably be increased to 18% in July of 2010. However, the VAT rate is reduced to 7% (8% in July 2010) for Congress registration, accommodation, catering and transport services. For EU countries, the reverse charge rules are applicable.

Foreign businesses may apply for a refund of VAT to purchases made within Spain provided they fulfil certain criteria. Applicants from outside the EU must act through a resident legal tax representative. Claims must be submitted within 6 months of the end of the calendar year to which the claim relates.

This information is given as an indicative, preparative and non-exhaustive tool. It remains the responsibility of each company to follow Spanish procedures.

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