

Cancellation and registration policy:

1. Participants can pay their registration fees with a credit card, PayPal, iDEAL (Dutch banks only) or via bank transfer directly during registration. The transaction and handling costs that the credit card issuers or banks charge will be added to the total conference fee.

The following flexible transaction costs will apply to each registration:

registrants can pay with:	<u>iDEAL</u>	<u>creditcard / PayPal</u>
transaction costs:	€ 1.85 per transaction	€ 1.50 + 3.9% per transaction

For bank transfers, €1,- transaction costs will be charged per transaction.

2. Through the online deregister button in the registration form, you can cancel your registration. Cancellations are subject to the following terms:

a) When you cancel you will be charged a €5 fee plus the transaction costs. The transaction and handling costs that the credit card issuers or banks charge will be deducted from the amount that is transferred to you. Also, previously paid transaction costs will not be refunded.

b) For cancellations submitted **before** 27 April 2022 (= 6 weeks before the conference), your paid conference registration fees will be fully refunded minus the administration and transaction costs.

c) For cancellations submitted **before** 18 May 2022 (= 3 weeks before the conference), your paid conference registration fees will be refunded for 50% minus the amounts described in section 1.a.

d) We cannot refund the conference registration fee for cancellations after 18 May 2022.

Although we are unable to provide a (full) refund, we are happy to accept a substitute person. Kindly note that the substitute has to be able to apply for a visa and arrange accommodation in time. Please inform us if you would like to arrange a substitute for your registration. The registration fee might be subject to change in case of a substitute. A substitute can only be accepted for a similar or higher fee. Partial refunds for a substitute will not be granted.

No refunds will be made for No Shows. Cancellations and No Shows may also incur charges for the reserved hotel room by the hotel. All hotel reservations must be cancelled directly with respective hotel administration. This is not administered by the ESP Conference Organising Committee.

3. **In light of COVID-19 outbreak**, participants will be allowed to switch from in-person to online registration or vice versa until 2 week before the conference. In case you registered for on-site participation but change to virtual we will reimburse the difference (under subtraction of administration costs). In case you change from virtual to on-site we will send you an invoice for the difference.

4. Conference registration is only complete after confirmation of the payment of all conference fees. The ESP Conference Secretariat will check all registrations manually. When an incorrect fee is selected, the registration will be made incomplete and you will be asked to complete your registration. Onsite payment of fees is possible but administrative and transaction costs will be charged. Conference fees have to be received and confirmed by the ESP Conference Secretariat before the start of the conference.

5. You must organise your own hotel accommodation. We provide a list of recommended hotels.

6. Students must supply a valid student ID and receive an email with the question to provide a proof of enrolment.

7. Participants from High and Upper-middle-income countries pay the full fee and participants from Low-income and Lower-middle-income countries the reduced fee. For the distinction between high and low income countries we use the World Bank classification of Country groups. Corrections for applying the reduced fee are not possible after invoicing.

Important notes:

Students

Students must supply a valid student ID and receive an email with the question to provide a proof of enrolment. If this ID is not valid, a different fee will be charged.

Student ID's are considered valid when they are issued by a university and for the academic years 2021/2022, 2022 and 2022/2023.

Visa

Please check your visa requirements before registering for the conference and follow the instructions for obtaining a VISA on the registration page.

Reduced fee Low income countries

Participants from High and Upper-middle-income countries pay the full fee and participants from Low-income and Lower-middle-income counties the reduced fee. For the distinction between high and low income countries we use the World Bank classification of Country groups. We do not have any social or political views concerning this classification, but want to stimulate conference participation as much as possible. See the World Bank country page for the details. You are responsible for choosing the right fee type. Corrections for applying the reduced fee are not possible after invoicing.

ESP membership

In case you are not a paying ESP member, you can sign up on the ESP registration page. This will entitle you to the reduced ESP Members conference fee; the difference with the Regular fee is higher than the ESP annual membership fee. Please see [this ESP page](#) for more information on ESP membership. Membership status will be checked by our secretariat.

ESP membership should be paid in full at the time of the conference. Being an ESP member at the time of registration is not sufficient, membership needs to run up to and including October 2019.

Fieldtrips

A field trip will provide the opportunity to observe and discuss the application of ecosystem services in practice at selected field sites and have time for informal exchange with conference participants. Field trip participation is included in the registration fee.

Accommodation

You should arrange accommodation yourself and it is not included in the conference fee. You will be able to find all recommended accommodations from the conference webpage.

Contact

If you have any questions regarding the conference registration, please contact the ESP Conference Organising Committee.