General information for registration and abstract submission

1. Registration

Your personal data are required for registration. Please fill in the online registration form completely. You will receive an official confirmation of registration/invoice from K.I.T. Group GmbH Dresden by e-mail.

2. Program booking

In addition to your registration as scientist, speaker or organizer you are requested to select one of the two workshops on Wednesday morning and the symposia you wish to attend for each day. For information on workshops and symposia please visit the preliminary program. Your selection is not binding, it is just an information for us in order to plan the appropriate sizes of the lecture halls.

3. Payment method

You can pay the registration fee by credit card or by bank transfer. Please note: The registration for the conference at the early fee is only valid after receiving the full registration fees. If you do not pay the fees within the deadline mentioned in your invoice or February 1, 2017 at the latest, the late fee will apply and you will receive a new invoice from the Meeting Secretariat subsequently.

In case of cancellation of the registration or cancellation of single items until February 15, 2017, the handling charge is 50% of the registration fee. No refund will be given for cancellations made after February 15, 2017, and the claim for the full payment of all registration fees remains, respectively. All changes and cancellation must be communicated in writing only.

If you want to pay by credit card you need to pay the registration fee during your online registration. No credit card fee will be charged. You will get an invoice/confirmation of registration and payment after your online registration by e-mail.

If you want to pay by bank transfer you will get an invoice with the date of payment and all bank details after your online registration by e-mail. Please make sure that all bank charges will be covered by you. Registration is only valid after receiving the full registration fee.

4. Abstract submission

If you want to participate with your own poster presentation you have to submit your abstract via the online form until February 1, 2017. Please note that you have to register as a participant first. After your online registration you will receive a confirmation e-mail which includes a code and your participant number.

The code and the number are required for the abstract submission. The abstract may be submitted directly after the online registration or later, but not later than February 1, 2017.

Please be aware that all plenary lectures are invited lectures. All abstracts will be accepted as poster; the lecture program only consists of the symposia.
It is only possible to submit one abstract per participant. The registered participant is automatically the first author and will be the presenting author of the poster. Plenary speakers and speakers in symposia or workshops are entitled to present one poster in addition to their oral presentation. During the abstract submission, you need to assign your abstract in one of the given topics and choose one to three related keywords. Please follow the instructions within the form for abstract submission.

The following components are required:
- Title of the abstract
- Author(s)
- Authors’ affiliations
- Text body (max. 2200 characters, spaces not included)

You are allowed to add one figure. The file must adhere to the following requirements:
- The figure should be converted to a JPEG, GIF, TIF or BMP image.
- There is no maximum size for the figure.

**Abstract editing** is possible free of charge until the deadline for abstract submission and early registration, i.e. February 1, 2017. After February 1, 2017 a handling fee of 15,00 € will be charged for each further abstract editing. Participants who would like to change their abstract after February 1, 2017 are asked to send an e-mail to the Meeting Secretariat (info@glia2017.eu) to get further information how to proceed.

5. **Hotel reservation**

In cooperation with Convention Edinburgh, the congress organizer has reserved a large number of hotel rooms. For hotel reservation please use the link on the conference website.

6. **Contact**

Meeting Secretariat
K.I.T. Group GmbH Dresden
Christina Norkus/ Jessica Heimbecher
Bautzner Str. 117–119
01099 Dresden, Germany

**Phone:** +49 351 4842722
**E-Mail:** info@glia2017.eu