

## **GROUP REGISTRATION CONTRACT**

1. The group registration process is valid for a **minimum of 10 delegates**.
2. In order to facilitate your group registration, please fill out this form and return by email to:  
[reg\\_esp23@kenes.com](mailto:reg_esp23@kenes.com)
3. In order to benefit from the reduced group registration fees, payments must be paid **prior to the below deadlines**.
4. Please send the **final** name list no later than **4 weeks prior to the congress**. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the congress (up to 15% of the participants names). After this date, any name change will be subject to 30 EUR charge per name.
6. **Onsite group registration pick-up** for groups leaders will be available upon request.
7. Payment is accepted by credit card or bank transfer. Credit card payment is subject to **additional 4% commission**.
8. **Cancellation policy:** Refund of registration fee will be as follows:

**Note! Refunds for groups will be processed after the congress.**

- Cancellations received until and including March 16, 2023– full refund.
- Cancellations received between March 17, 2023, until April 20, 2023 – 50% will be refunded.
- As of April 23, 2023– no refund will be made.

9. **Conversion policy:**

- Up to the 20 April 2023 you will be able to change your registration category at no charge. For example, if you registered to attend in person at Lisbon, you will be able to change your registration category to Virtual and receive a refund of the difference in fees.
- Please note that when changing your registration category, the fee that will apply will be based on the registration fee and category applicable at the time the change is made.
- As of the 21 April 2023 there will be no refunds for changing your registration category. Should you wish to upgrade your registration from Online to an in-person attendance, you will be required to pay the difference applicable based on the registration fee and category at the time the change is made.

10. **Fees for in-person (onsite) participants include:**

- Opening Ceremony and Welcome Reception
- Bill Marshall Award and Lecture
- Meet the Expert Sessions, on a first come, first served basis
- Access to the Exhibition & E-Poster Area
- Coffee breaks as indicated in the program
- Access to all the sessions recordings on demand for 3 months after the Congress

11. **Fees for online (virtual) participants include:**

- Open access to all presentations and session recordings. Create your own schedule, attend all the sessions whenever and wherever.
- Network with your colleagues. Browse the list of participants and click on their name to contact them.
- Earn CME credits. Participate in the scientific program and be eligible to receive the number of CME credits attributed to the virtual meeting.

- Access all the e-posters. Connect with the abstract authors and other colleagues from around the world through the e-poster virtual consultations.
- Join the debate. Attend recorded and live-streamed sessions and participate in live conversations from all over the world.
- Visit the virtual exhibition hall. Journey through the exhibition booths, explore the displayed materials, contact exhibitors directly, and chat with other visitors.
- All sessions will be available on demands for up to 3 months after the virtual meeting.

**12. Please fill in the below information:**

Company (Group Name): \_\_\_\_\_

Booking Agency (if relevant): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

**REGISTRATION CATEGORIES**

Fees (in EUR) apply to payments received prior to the indicated deadlines.

Registration Category	Early deadline Until 15 March, 2023		Regular deadline From 16 March till 20 April, 2023		Onsite deadline From 21 April, 2023 and Onsite	
<b>IN-PERSON (Onsite) Participation</b>						
	With Lunch	Without Lunch	With Lunch	Without Lunch	With Lunch	Without Lunch
Full participants – Non Member	€ 625	€ 575	€ 725	€ 675	€ 785	N/A
Full participants – Member*	€ 240	€ 190	€ 370	€ 320	€ 430	N/A
Resident**	€ 340	€ 290	€ 440	€ 390	€ 490	N/A
Trainee (Students/Fellows/Nurses)**	€ 120	€ 70	€ 190	€ 140	€ 200	N/A
Daily Registration	N/A	N/A	N/A	N/A	N/A	50
<b>ONLINE (Virtual) Participation Only</b>						
Non Member	€ 450	N/A	€ 450	N/A	€ 450	N/A
Member*	€ 200	N/A	€ 200	N/A	€ 200	N/A
Students**	€ 100	N/A	€ 100	N/A	€ 100	N/A

\* ESPID Member: registration as an ESPID Member is possible only once your membership fees for 2023 are confirmed by the ESPID Membership Department. For more information concerning your membership, please contact: [admin@espid.org](mailto:admin@espid.org).

\*\* Student/Nurse/Resident/Fellow: in order to benefit from the special fee, a submission of your status confirmation must be uploaded during the online registration process.

**Group Registration Details:**

Pharmaceutical company name - \_\_\_\_\_

1. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_

2. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_

Total Group Participants: \_\_\_\_\_

**Important Note: Abstract Presenters**

In case there are Abstract Presenters among the group delegates please advise the names and abstract numbers in advance in order to guarantee the abstract will remain in the Scientific Program.

**Please mark below accordingly:**

- There are no abstract presenters in this group.
- Attached is a list of the abstract presenters in this group.

**Group Registration Pick-up**

Group registration collective pick-up will be available onsite, an appointment must be coordinated in advance. Exact times will be advised prior to the congress.

**Note:** in case of group registration pick-up, individual barcode confirmation letters will not be sent to group participants. We strongly recommend individual pick-up.

**Please mark below accordingly:**

- Group registration pick-up is required.
- No group pick-up, the delegates will be collecting their registrations individually.

**Data Protection:**

- I confirm that prior to transferring Kenes the group delegates contacts, our company has obtained consent from the individuals concerned.

**PAYMENT DETAILS**

**Payment information:**

Billing Address (to appear on invoice and receipt): \_\_\_\_\_

VAT number: \_\_\_\_\_

**This form was submitted by:**

Full Name: \_\_\_\_\_

On Behalf of (company name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please select a method of payment (credit card or bank transfer):**

1. Credit card payment (Credit card payment is subject to additional 4% commission):

I authorize 'KENES International – Organizers of Congresses' to charge the below credit card for the amount of:  
\_\_\_\_\_ EUR. \*\*\* Please authorize the full amount, including the 4% credit card fee.

Type:  Visa /  MasterCard /  AMEX

Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name of Card holder: \_\_\_\_\_ CVC: \_\_\_\_\_

**Signature of Card Holder:** \_\_\_\_\_

2. Bank Transfer Payment:

- Please ensure that the name of the group/paying company are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to the registration fees.

**Please make drafts payable in EUR only to:**

**Account name:** ESPID 2023 Congress, Lisbon

**Bank details:** Credit Suisse Bank Geneva Branch, 1211 Geneva 70, Switzerland

**Clearing number:** 4835

**Account number:** 1500934-92-481

**Swift code:** CRESCHZZ80A

**IBAN number:** CH26 0483 5150 0934 9248 1