

GROUP REGISTRATION FORM

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_isppd24@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 hybrid Congress**. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the hybrid congress (up to 15% of the participants names). After this date, any name change will be subject to 30 USD 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 hybrid congress.

All cancellations must be emailed prior to the below deadlines. Refund of registration fee will be as follows:

Note, in case of cancellation at any stage, Bank transfer handling fee (30 USD) will not be refunded – applicable to Bank Transfer payments only.

- Cancellations received until and including December 6, 2023 – Full refund.
- Cancellations received between December 7, 2023, to February 27, 2024- 50% refund.
- From February 28, 2024 – No refund

9. FEES FOR IN-PERSON PARTICIPANTS INCLUDE:

- Participation in all scientific sessions (except the Workshops)
- Symposium Material
- Access to the Exhibition area
- Access to the exhibition
- Refreshments as indicated in the scientific programme.
- Networking Reception

10. FEES FOR VIRTUAL PARTICIPANTS INCLUDE:

- Open access to all presentations and session recordings (except the Workshops). Create your own schedule, attend any and all of the sessions whenever and wherever.
- Network with colleagues. Browse a 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. Browse research on the hottest topics published in the congress digital abstract book and connect with the abstract authors and other colleagues from around the world through the e-poster virtual consultations.

11. Please fill in the below information:

Company (Group Name): _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____

REGISTRATION CATEGORIES

Fees apply to payments received prior to the indicated deadlines.

- **Onsite participation:**

REGISTRATION CATEGORIES	EARLY RATE UNTIL DECEMBER 5, 2023	REGULAR RATE FROM DECEMBER 6 UNTIL FEBRUARY 27, 2024	ONSITE RATE FROM FEBRUARY 28, 2024
IN-PERSON PARTICIPATION			
ISPPD Member*	\$550	\$665	\$800
Non-Member	\$600	\$715	\$850
ISPPD Member - Low and Lower-Middle Income Countries**	\$400	\$500	\$600
Non-Member - Low and Lower-Middle Income Countries**	\$450	\$550	\$650
ISPPD Member-Trainee (Students/Fellows/Nurses)***	\$250	\$375	\$500
Non-Member-Trainee (Students/Fellows/Nurses)***	\$300	\$425	\$550

- On-line participation:

REGISTRATION CATEGORIES	EARLY RATE UNTIL DECEMBER 5, 2023	REGULAR RATE FROM DECEMBER 6 UNTIL FEBRUARY 27, 2024	ONSITE RATE FROM FEBRUARY 28, 2024
VIRTUAL PARTICIPATION			
ISPPD Member*	\$300	\$400	\$400
Non-member	\$350	\$450	\$450
ISPPD Member Low and Lower-Middle Income countries**	\$200	\$300	\$300
Non-member Low and Lower-Middle Income Countries**	\$250	\$350	\$350
ISPPD Member - Trainee (Students/Fellows/Nurses)***	\$200	\$300	\$300
Registration Non Member - Trainee (Students/Fellows/Nurses)***	\$250	\$350	\$350

* ISPPD members: In order to apply for this category, please ensure your membership is approved before you start the registration process. Registration will not be confirmed otherwise.

** Low and Lower-Middle Income countries: Defined according to the World Bank Country Classification of Low income and Lower – middle income economies; please [Click here](#) to see the Country Classification data.

***Trainee (Students/Fellows/Nurses): An official letter of the institution (PDF format), originally stamped and signed by the head of the department confirming this status must be uploaded during the registration process/A copy of your Nurse, AHP ID must be uploaded during the registration process.

Group Registration Details:

Pharmaceutical company name - _____

1. Required registration category: _____ No. of Registrations: _____

2. Required registration category: _____ No. of Registrations: _____

3. Required registration category: _____ No. of Registrations: _____

4. Required registration category: _____ No. of Registrations: _____

5. 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 Programme.

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 hybrid 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: _____

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: _____ USD. *** 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.
- Registration will only be valid upon receipt of the full payment by the registration department according to the deadline indicated. An email confirming registration will only be sent after receipt of the required fees.
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Please make drafts payable in USD only to:

Account name ISPPD 2024 Congress, Cape Town
Bank details: Credit Suisse Geneva, 1211 Geneva 70, Switzerland
Bank Code: 4835
Swift No: CRESchZZ80A
Account Number: 1500934-92-547
IBAN CH87 0483 5150 0934 9254 7