



## **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\\_wspid19@kenes.com](mailto:reg_wspid19@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 Conference. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the Conference (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 Conference.**
  - Cancellations received up and including Tuesday, September 03, 2019 – full refund
  - Cancellations received from Wednesday, September 04 until Monday, October 28, 2019 – 50% will be refunded
  - From Tuesday, October 29, 2019 – no refund will be made
9. Fees for Conference's participants include:
  - Attendance in all scientific sessions
  - Congress material
  - Access to the Exhibition Area
  - Refreshments during coffee breaks as indicated in the program

### **10. Please fill in the below information:**

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

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

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

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



## REGISTRATION CATEGORIES

**Registration Fees in USD (Fees apply to payments received prior to the deadlines):**

Category	Early	Regular	Onsite
	Until September 3, 2019	From September 4 until and including October 28, 2019	From October 29, 2019
<b>Full Participant</b>	<b>\$ 600</b>	<b>\$ 750</b>	<b>\$ 880</b>
<b>Low / Low-Middle Income Countries*</b>	<b>\$ 300</b>	<b>\$ 400</b>	<b>\$ 600</b>
<b>Students and Nurses**</b>	<b>\$ 200</b>	<b>\$ 320</b>	<b>\$ 400</b>
<b>Philippine Participant</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 175</b>

\*Low/ Low Middle Income Countries are defined according to the World Bank Country Classification. [Click here](#) for more information on the Country Classification data according to the World Bank website.

\*\* In order to benefit from the special fee, a submission of your status confirmation (approval letter signed by the Head of Department or copy of your status ID) must be uploaded during online registration.

### Group Registration Details:

1. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_
2. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_
3. 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 onsite will be available, an appointment must be coordinated in advance. Exact times will be advised prior to the Conference.

**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.



**PAYMENT DETAILS**

**Payment information:**

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

\_\_\_\_\_

\_\_\_\_\_

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

**Data Protection:**

**I confirm that the group delegates whose names we will share with Kenes for the purpose of registration to the event, have agreed to this data share and its purpose.**

**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 Conferences' to charge the below credit card for the amount of: \_\_\_\_\_ **USD**

Type: Visa / MasterCard / AMEX

Number: \_\_\_\_\_

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

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

Address (as per Credit card records): \_\_\_\_\_

Security digits (on the back of the credit card): \_\_\_\_\_

**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 EURO only to:**

Account Name: WSPID 2019 Congress, Manila, Phillipines  
Bank Details: Credit Suisse Geneva, 1211 Geneva 70, Switzerland  
Account Number: 1500934-92-99  
IBAN Number: CH58 0483 5150 0934 9209 9  
Bank Code: 4835  
Swift No: CRESCHZZ80A