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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_isprm18@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 EUR 30 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 April 23, 2018 – full refund
 - Cancellations received between April 24 and June 27, 2018 – 50% will be refunded
 - As of June 28, 2018 – no refund will be made
9. Fees for Congress participants include:
 - Admission to sessions
 - Admission to exhibition
 - Meeting publications
 - Invitation to the Welcome Reception
 - Refreshments

10. Please fill in the below information:

Company (Group Name): _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____



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REGISTRATION CATEGORIES

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

	Early until April 23, 2018	Regular from April 24 to June 19, 2018	Onsite from June 20, 2018
Full Participants Member ISPRM/SOFMER/ BSPMR/ESPRM*	560 €	660 €	810 €
Full Participants Non Member	660 €	760 €	910 €
ISPRM Member – Low and Low Middle Income Countries**	310 €	440 €	540 €
Trainee (Students/Fellows/Residents)***	210 €	310 €	460 €
Allied Health Care Professional ****	310 €	410 €	560 €

* ISPRM/ESPRM/ SOFMER/BSPMR members: All ISPRM individual members and members of ISPRM National Societies, who pay dues to ISPRM as a Society member, are eligible for the reduced registration fee for members. To continue to register at this rate you must have completed your ISPRM membership registration.

If you are a member of a National Society, you can click [here](#) to complete your ISPRM membership. You will need a special code which is provided to you by your National Society. If you would like to join ISPRM as an individual member click [here](#) to apply. If you have any questions about your membership please contact: isprmmembership@kenes.com

** ISPRM Member – Low income and Lower-middle-income Countries: as defined according to the World Bank Country Classification. [Click here](#) for more information on the Country Classification.

*** Trainee (Students/Fellows/Residents): An official letter of the institution (PDF format), originally stamped and signed by the head of the department confirming this status must be provided during the registration process.

**** Allied Health Care Professional: Refers to Nurse/Physiotherapist/Psychologist/Dietician /Social Worker/Occupational Therapist/Speech Therapist / P&O Professionals – 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 provided during the 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: _____



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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 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.

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 _____



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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

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 EUR only to:

Account Name: ISPRM 2018 Congress, Paris (Account holder: Kenes International)

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

Bank Code: 4835

Swift No: CRESCHZZ80A

Account Number: 693980-52-986

IBAN No: CH28 0483 5069 3980 5298 6