

**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\\_ics20@kenes.com](mailto:reg_ics20@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 **July 29, 2020**. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the Meeting (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 Meeting.**

- Cancellations received until June 17, 2020 – full refund.
- Cancellations received between June 18 and August 12, 2020 – 50% will be refunded.
- After August 13, 2020 – no refund will be made.
- No refund will be made for ICS membership fees should a delegate wish to cancel their registration at any point

9. Fees for Meeting participants include:

- Entrance to the Meeting sessions and Exhibition
- Annual Meeting publications
- Coffee breaks
- Meeting CME credits (application pending)
- Welcome Reception
- Entrance to Workshops and additional sessions – Please note only participants registered to the Annual Meeting will be entitled to register for workshops and additional sessions

Fees for Workshops include:

- Admission to the relevant Workshop
- All relevant Workshop material
- Coffee breaks on relevant day

10. **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.

	<b>Early Bird</b> Until 17 June 2020	<b>Regular</b> From 18 June till 12 August 2020	<b>Onsite</b> from 13 August 2020 and onsite
<b>Full Participants + ICS Membership</b>	USD\$ 850	USD\$ 950	USD\$ 1050
<b>Full Participants – ICS Member*</b>	USD\$ 720	USD\$ 820	USD\$ 920
<b>Full Participants – Non Member</b>	USD\$ 950	USD\$ 1050	USD\$ 1150
<b>Nurses / Physiotherapists / Early Career Professionals + ICS Membership</b>	USD\$ 440	USD\$ 540	USD\$ 640
<b>Nurses / Physiotherapists / Early Career Professionals** – ICS Member*</b>	USD\$ 350	USD\$ 450	USD\$ 550
<b>Nurses / Physiotherapists / Early Career Professionals** – ICS Non Member</b>	USD\$ 480	USD\$ 580	USD\$ 680
<b>Corporate Rate</b>	USD\$ 1200		

\*ICS Member prices are available to delegates who have joined or renewed their ICS membership for 2020

\*\*Concession prices are available to Nurses, Physiotherapists or Early Career Professionals (professionals of all disciplines who have graduated or completed their education in their specialty field within the last 5 years or are currently training)

**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: \_\_\_\_\_

**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 Meeting.

**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 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**

**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:  
\_\_\_\_\_ USD

Type: Visa / MasterCard / AMEX

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

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

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

**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 USD only to:

Account Name: ICS 2020 Congress, Las Vegas (Account holder: Kenes International)

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

Account Number: 1500934-92-218

IBAN Number: CH46 0483 5150 0934 9221 8

Bank Code: 4835, Swift No: CRESCHZZ80A