

GROUP REGISTRATION POLICY

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Registration Fees (EUR)

Category	Early Booking (valid from 01/09/2018 until 29/05/2019)	Regular Fee (valid from 30/05/2019 until congress)
Health care professionals not working for Industry	CHF 600.-	CHF 750.-
Industry *	CHF 2000.-	CHF 2000.-

* Please note that industry participation is strictly restricted

The registration fee for participants includes

- Admission to all scientific sessions
- Conference Material
- Catering during coffee and lunch breaks

Guidelines

In order to proceed with your group registration, please log in / create a profile [here](#), then click on the tab “**group registration**”. First step is to select a package to purchase (please click on “buy contingent” for the required amount of registrations and other tickets if needed). You will receive a confirmation / invoice by email. **Industry slots are limited, per 5 Health care professionals will be one Industry slot available**

Payment can either be done by credit card (Visa, MasterCard or Amex) or bank transfer; a handling fee of 10€ is required. A different invoice address can be added separately.

Individual participant’s data can be entered under “**add participants**” Please note that an individual email address for each participant is required. Once the entry of participant data is completed, the tickets (registration fees, teaching courses, etc) can be allocated to individual participants (click on “**Distribution**” to allocate the tickets).

The data must be completed by **29 May 2019** in order to guarantee the lower registration fees. Should you not use the full contingent until this deadline, the higher fees will apply automatically.

Group Contract

There is the possibility to sign a group contract where you buy a package (“**buy contingent**”) for a defined number of participants until **29 May 2019**. Full payment must be completed by that date to validate the contract. “Add participants” will be available as soon as full payment and the signed contract have been received (latest 29 May 2019). The advantage of a group contract is that you have time to enter the participant data until **05 July 2019**. Free name changes are also permitted

until that date. ***Industry slots are limited, per 5 Health care professionals will be one Industry slot available***

For further information please contact <mailto:registration.apccc@congrex.com>.

Cancellation Policy

cancellations need to be received by email or fax

- Postmarked until and including 4 July 2019: 100% refund (minus 25% handling fee)
- No refund on cancellations after 4 July 2019
- For any change of names, a fee of € 50 will be charged

If you do a no-name group contract, the cancellation policy of the contract applies!

The group coordinator is liable to pay the registration costs as soon as she / he has registered participants for the congress.

If any delegates are not attending the conference but the cancellation policy was not respected the complete registration costs have to be paid.

Group Pick-Up

The opportunity of picking up the documents for your group in advance will be offered to you in order to facilitate the pre-registration procedure. In order to arrange your pick-up time you will be contacted 3-4 weeks prior to the congress.