

## 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\\_igcs23@kenes.com](mailto:reg_igcs23@kenes.com)
3. Please send the final name list no later than **4 weeks** prior to the Meeting. Please do not send preliminary name lists.
4. 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.
5. Payment is accepted by credit card or bank transfer. Credit card payment is subject to additional 4% commission.
6. **Registration conversion and Cancellation policy: Note! Refunds for groups will be processed after the Meeting.**

Due to the uncertain times and the ongoing developments, IGCS has implemented a flexible registration model.

### Conversion of Registration Category

- **Until and including July 26, 2023**, you will be able to change your registration category at no additional charge beyond applicable ticket price differences.
  - For example, if you registered to attend in-person in Seoul, you will be able to change your registration category to On-Demand and receive a refund of the difference in fees. If you registered to attend On-Demand but would like to update your registration to in-person attendance, you will be required to pay the difference applicable based on the registration fee and category at the time the change is made.
  - **As of July 27, 2023**, there will be no refunds for changing your registration category.
  - Please note that when changing your registration category, the fee that will apply will be based on the registration fee and category applicable at the time the change is made.

### Cancellation Policy

All cancellation requests must be submitted in writing via email to [reg\\_igcs23@kenes.com](mailto:reg_igcs23@kenes.com) prior to the indicated deadlines.

- Cancellations received until and including **July 26, 2023 at 11 pm ET**: full refund.
- Cancellations received from **July 27, 2023**: no refund will be made.

**FEES FOR IN-PERSON CATEGORY INCLUDE:**

- Access to multiple halls of live scientific and educational programming
- Eligibility to claim Continuing Medical Education (CME) credits
- On-Demand access to all recorded sessions 3 months post-meeting
- Entrance to the abstract poster area, surgical film cinema and exhibits
- Admission to social networking events and opportunities to meet and network with speakers and colleagues throughout the meeting
- Coffee and refreshments

**FEES FOR ON DEMAND CATEGORY INCLUDE:**

- Recordings of plenary scientific content (abstract presentations)
- All educational sessions (surgical sessions, debates, etc.)
- Abstracts including E-posters abstracts and trials in progress
- Surgical films cinema and session(s)
- Industry-sponsored educational sessions featuring the latest research and technology
- IGCS is utilizing Education360 Learning Portal for IGCS 2023 on-demand

**7. Please fill in the below information:**

Company (Group Name): .....

Booking Agency (if relevant):

Contact Person: .....

Email: .....

IGCS will offer In-Person and On-Demand registration options for the 2023 IGCS Annual Global Meeting. Registration features a flexible approach to allow ease of converting between an in-person and virtual ticket. Registration details, including pricing and deadlines, are outlined below. Fees apply to payments received prior to the indicated deadlines.

### REGISTRATION FEES FOR IN-PERSON ATTENDANCE (IN USD)

REGISTRATION CATEGORIES	EARLY RATE Through July 26, 2023	REGULAR RATE July 27, 2023 – Nov 1, 2023	LATE RATE From Nov 2, 2023
<b>HIGH INCOME COUNTRIES</b>			
Member	\$695	\$800	\$920
Non-member	\$1025	\$1,180	\$1,355
Student, Nurse, Resident, Fellow-in-Training**	\$320	\$365	\$420
Combo dues+member registration***	\$940	\$1045	\$1,165
<b>UPPER AND LOWER-MIDDLE INCOME COUNTRIES*</b>			
Member	\$540	\$620	\$715
Non-Member	\$695	\$800	\$920
Student, Nurse, Resident, Fellow-in-Training**	\$275	\$315	\$365
Combo dues+member registration***	\$600	\$680	\$775
<b>LOW INCOME COUNTRIES*</b>			
Member	\$230	\$265	\$305
Non-Member	\$340	\$390	\$450
Student, Nurse, Resident, Fellow-in-Training**	\$110	\$125	\$145
Combo dues+member registration***	\$255	\$290	\$330

## REGISTRATION FEES FOR ON-DEMAND ATTENDANCE (IN USD)

REGISTRATION CATEGORIES	EARLY RATE Through July 26, 2023	REGULAR RATE July 27, 2023 – Nov 1, 2023	LATE RATE From Nov 2, 2023
<b>HIGH INCOME COUNTRIES</b>			
Member	\$465	\$535	\$615
Non-Member	\$600	\$690	\$795
Resident, Fellow-in-Training, Nurse**	\$95	\$110	\$130
Advocate	\$95	\$110	\$130
<b>UPPER AND LOWER-MIDDLE INCOME COUNTRIES*</b>			
Member	\$355	\$410	\$470
Non-Member	\$465	\$535	\$615
Resident, Fellow-in-Training, Nurse**	\$95	\$110	\$130
Advocate	\$95	\$110	\$130
<b>LOW INCOME COUNTRIES*</b>			
Member	\$80	\$90	\$110
Non-Member	\$115	\$135	\$155
Resident, Fellow-in-Training, Nurse**	\$80	\$90	\$110
Advocate	\$80	\$90	\$110

**Group Registration Details:**

- 1. **Required registration category:** ..... **No. of Registrations:** .....
- 2. **Required registration category:** ..... **No. of Registrations:** .....
- 3. **Required registration category:** ..... **No. of Registrations:** .....
  
- 4. **Total Group Participants:** .....

**PAYMENT INFORMATION:**

Billing Address: .....  
(to appear on invoice and receipt)  
VAT number: .....  
Data Protection: .....

confirm that prior to transferring Kenes the group delegates contacts, our company has obtained consent from the individuals concerned.

**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 Meetings' to charge the below credit card for the amount of ..... USD

**Credit Card details**

Type: Visa/AMEX/MasterCard .....  
Number: .....  
Expiration date: .....  
Address: (as per credit card records): .....  
Telephone number: .....  
Security digits (on back of credit card): .....  
Signature of Card Holder: .....

## 2. Bank Transfer Payment:

- Please ensure that the name of the Meeting and group name are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to registration fees.

- Please make drafts payable to:

**Account Name: IGCS 2023 Congress, Seoul**

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

**Bank Code: 4835**

**Swift No: CRESCHZZ80A**

**Account Number: 1500934-92-532**

**IBAN Number: CH07 0483 5150 0934 9253 2**