



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_igcs24@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 Euro 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.***

In-Person Registration	On-Demand Registration
Convert to On-Demand Registration Any time prior to the Meeting at no charge	Convert to In-Person Registration Before or on July 18: No conversion fee. From July 19: 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.
Cancel on or before July 18: Full refund* Cancellation requests from July 19: No refund. Conversion to On-Demand registration.	Cancel on or before July 18: Full refund* Cancellation requests from July 19: No refund.
Any conversion or cancellation requests must be submitted in writing via email to reg_igcs24@kenes.com prior to the indicated deadlines. *Bank transfer handling fee (30 Euro) will not be refunded. This handling fee only applies to bank transfer payments.	

Registration fees can be viewed on this page: <https://igcsmeeting.com/register-now/>

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: _____



FEES FOR IN-PERSON CATEGORY INCLUDE:

- Access to multiple halls of live scientific and educational programming
- Ability to earn CME credits.
- Access to the Opening Ceremony and Annual IGCS Business Meeting
- Access to the welcome reception
- Access to the exhibition space.
- Access to the surgical film & poster area including scheduled poster sessions.
- Refreshments during coffee breaks as indicated in the program.
- The opportunity to meet and network with speakers and colleagues.
- Access to IGCS 2024 On-Demand for 3 months post-meeting
- Access to the IGCS 2024 mobile app and its multitude of features including direct messaging among delegates and the ability to download e-posters.

FEES FOR ON-DEMAND CATEGORY INCLUDE:

- Access to all session recordings for 90 days post-meeting, including:
 - Recording of scientific plenary sessions (abstract presentations).
 - All recorded educational sessions (master sessions, surgical sessions, debates, etc.).
 - Industry-sponsored symposia
 - Surgical films cinema and recorded surgical session(s).
- Abstracts, including E-poster abstracts and trials in progress.
- Industry-sponsored educational sessions featuring the latest research and technology.
- IGCS 2024 will not be broadcast live. Sessions will be recorded and made available on-demand after the sessions. Recordings may be watched at learner's own pace, including an increased playback speed. Learners may pause recordings and return where left off.

Please fill in the below information:

Company (Group Name):

Booking Agency (if relevant):

Contact Person:

Email:

Important Note: Abstract Presenters

In case there are Abstract Presenters among the group delegates please advise the names and abstract numbers in advance to guarantee the abstract will remain in the Scientific Program.

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.

Data Protection:

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



PAYMENT INFORMATION:

Billing Address: _____

(to appear on invoice and receipt)

VAT number: _____

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€

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:

After submitting your group contract, we will send you the invoice accordingly.