

GROUP REGISTRATION FORM

- The group registration process is valid for a **minimum of 10 delegates**.
- In order to facilitate your group registration, please fill out this form and return by email to: reg_attd24@kenes.com
- In order to benefit from the reduced group registration fees, payments must be paid **prior to the below deadlines**.
- Please send the **final** name list no later than **4 weeks prior** to the Congress. Please do not send preliminary name lists.
- 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.
- Payment is accepted by credit card or bank transfer. Credit card payment is subject to **additional 4% commission**.
- **Cancellation policy:** Refund of registration fee will be as follows:
 - Cancellations received **up and including 14 December 2023: full refund**.
 - Cancellations received **15 December 2023 until 25 February 2024: 50% refund**.
 - Cancellations received **26 February 2024: no refund**.

Conversion of Registration Category

Standard Registration

- Up to 31st December 2023: Receive a refund of the difference in fees.
- As of 1 February 2024: Ability to switch BUT there will be no refund of the difference in fees.
- When changing your registration category, the fee applied will be based on the registration fee and category applicable at the time of change.

With Flex Ticket (+50 EUR)

- Switch from In-person to Online attendance any time before the con: Receive a refund of the difference in fees.

Converting from Online to In-Person Attendance

- Switch at any time! You will be required to pay the difference in fees, applicable based on the registration fee and category at the time of change.

Fees for Participants Include:

Fees for in-person participants include:

- Participation in all scientific sessions.
- Opening Ceremony and Welcome Reception.
- Access to the Exhibition Area.
- Refreshments during coffee breaks as indicated in the program.
- Delegate bag including all conference printed material.
- ATTD 2023 Yearbook Online
- Open access to the ATTD Virtual Platform where Live sessions will be streamed during the conference days. The session recordings will be available, after the conference, to ATTD delegates for 3 months, on Unlok. New to ATTD on UNLOK? Please create your free account [here](#).

Fees for online participants include:

- Open access to the ATTD Virtual Platform where Live sessions will be streamed during the conference days. The session recordings will be available, after the conference, to ATTD delegates for 3 months, on Unlok. New to ATTD on UNLOK? Please create your free account [here](#).
- Earn CME credits. Participate in the scientific programme and be eligible to receive the number of CME credits attributed to the virtual meeting.
- Access all the e-posters. Browse research on the hottest topics published in the congress digital abstract book and connect with the abstract authors and other colleagues from around the world through the e-poster virtual consultations and ATTD 2023 Yearbook Online.

- **Please fill in the below information:**

Company (Group Name): _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____



REGISTRATION CATEGORIES

Registration Fees in EURO:

IN-PERSON (Onsite) Participation Registration Category	EARLY BIRD RATE UNTIL DECEMBER 12, 2023	REGULAR RATE DECEMBER 13, 2023 - FEBRUARY 14, 2024	ONSITE RATE FROM FEBRUARY 15, 2024 ONWARDS
Full participant	€ 645	€ 745	€ 805
Students/Fellows/ Nurses/Dietitians*	€ 415	€ 465	€ 515
Upgrade your registration:			
FLEX**	€ 50	€ 50	€ 50

[Edit](#)

Online Participation Fees (in EUR) apply to payments received prior to the indicated deadlines.

ONLINE (Virtual) Participation Only Registration Category	EARLY BIRD RATE UNTIL DECEMBER 12, 2023	REGULAR RATE DECEMBER 13, 2023 - FEBRUARY 14, 2024	ONSITE RATE FROM FEBRUARY 15, 2024 ONWARDS
Full participant	€ 445	€ 490	€ 545
Students/Fellows/ Nurses/Dietitians*	€ 270	€ 320	€ 370
Upgrade your registration:			
FLEX**	€ 50	€ 50	€ 50

* **Proof of Student/Fellow/Nurse/Dietitian status is mandatory** – 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 uploaded during the Online registration.

** **FLEX** Want to attend in-person, but concerned your ability to travel may change? Purchase Flex with your In-Person registration for the freedom to convert to Online registration any time before the meeting and receive a refund of the difference in fees.

EU national legislation and codes of practice prohibit the advertising of prescription-only medicines to individuals not licensed/authorized to prescribe or supply '*prescription medicines*', apply (Medicines for Europe Code. Article 4.1. Non-promotion of prescription-only medicines).

In order to prevent these groups from being actively approached with advertising, they will be identified as such.

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: _____

Important Note: Abstract Presenters

In case there are Abstract Presenters among the group delegates please advise us of 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.

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 _____

Data Protection:

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

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 is 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: ATTD 2024 Congress,

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

Clearing number: 4835

Account number: 1500934-92-551

Swift code: CRESCHZZ80A

IBAN number: CH76 0483 5150 0934 9255 1