GROUP PROCEDURE

We are pleased to send you detailed information regarding the group registration procedure for the ISPAD 2020 Virtual Conference. For any additional information please visit the ISPAD 2020 website.

The procedure for group bookings is as follows:

- ✓ Please register your group (10 or more person), using the group booking form provided on the website or sent by K.I.T. Group.
- ✓ With the booking form you can book the required number of registrations and will then receive a payment order for your group booking as well as an Excel name list template to send the required details of your group members.
- ✓ There is no discount for group registrations available.
- ✓ Group requests will be considered until October 1, 2020, 24:00 CET (names, required participant data and payment in full must be made until October 10, 2020) to guarantee a smooth procedure. After that date, only individual online registration will be possible.

The terms & conditions for registration are fully applicable to all participants registered under the group registration.

Deadlines, Cancellations and Payments

Please note, that all names and mandatory participant information must be communicated to K.I.T. Group by the next upcoming deadline. If the names and mandatory participant information as well as the payment in full are not received in time, the registration is not complete and the next higher registration fee will automatically apply.

The details can be submitted at a later stage but then the next higher registration fee will apply OR the registrations can be cancelled in accordance with the terms and conditions for registration.

Registration Fees ***All payments are in USD only.***	**Standard Registration until 2 September 2020 (24:00 CET)**	**Late Registration from 3 September 2020**
HIGH-INCOME Countries*		
ISPAD Member	260 USD	300 USD
ISPAD Member reduced** Student/Fellow/Trainee, Nurse, Educator, Psychologist, Dietitian, Other Healtcare Professional	185 USD	210 USD
Non-Member	350 USD	400 USD
Non Member reduced** Student/Fellow/Trainee, Nurse, Educator, Psychologist, Dietitian, Other Healtcare Professional	245 USD	280 USD

#UPPER-MIDDLE/LOWER-MIDDLE/LOW-INCOME Countries*		
ISPAD Member	190 USD	215 USD
ISPAD Member reduced** Student/Fellow/Trainee, Nurse, Educator, Psychologist, Dietitian, Other Healtcare Professional	130 USD	150 USD
Non-Member	250 USD	285 USD
Non Member reduced** Student/Fellow/Trainee, Nurse, Educator, Psychologist, Dietitian, Other Healtcare Professional	175 USD	200 USD

* as per World Bank

** **To benefit from the reduced fee, the ISPAD 2020 Registration Department may request a proof of profession or occupation. You will receive a separate email if needed. The following proofs may be required:**

To be able to register as a **student, fellow or trainee**, you must present proof of full-time enrollment at a recognised university or college for both the time of registration and during the conference.

To be able to register as **a nurse, educator, dietician or other healthcare professional** a supporting letter with business letterhead, signature and stamp from your Head of Department is required describing your status for both the time of the registration and for the time of the conference. Alternatively, you can submit a copy of your registration or practicing certificate or an ID from your institution if your profession is stipulated on it.

Cancellations:

- All cancellations must be sent in writing to K.I.T. Group by fax or email.
- If the written notification of cancellation is received before August 1, 2020, 100% of the paid registration fee will be refunded. If the written notification of cancellation is received before September 3, 2020, 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date. Any refunds will be made after the conference.

Payments:

- All payments must be received before the next registration deadline, otherwise the next higher registration fee will automatically apply.
- All names, required participant data and payment in full must be made until October 10, 2020

Important information for group bookings

The following **participant information is MANDATORY** for all members of your group:

- Last Name
- First Name
- Individual Address and Country of Main Residence for each participant
- INDIVIDUAL, VALID email address of each participant
- Profession/Occupation
- Prescriber Status

If you are registering participants as **ISPAD Members*** ** the following additional information is **MANDATORY**:

- Membership Number

*** The participant must be a valid member at the time of registration AND during the conference. Otherwise the ISPAD 2020 Registration Department reserves the right to change the registration fee to the higher non-member fee. Please make sure to apply for or to renew your membership if necessary (Membership year runs from June 30 to July 1). No refunds will be made for memberships renewed / acquired after the time of registration

Confirmation of registration will NOT be sent automatically to each group participant. It is the role and responsibility of the respective group leader (company or agency) to inform each group member that he/she has been registered to attend the conference. It also is the group contact's responsibility to ensure that each delegate is only registered once.

Please note that all **name changes** will be charged with a fee of **45 USD**.
If the registration category has to be changed (e.g. from Non-member to the reduced registration fee), a handling fee of **45 USD** will be charged for each **registration type change**.

Any additional bookings, registrations or payment related changes (e.g. name changes) will be invoiced by K.I.T. Group on a regular basis. Payments must be received by the next upcoming deadline.

Contact Information

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