



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_wpatc18@kenes.com
3. In order to benefit from the reduced group registration fees, payments must be paid **prior to the below deadlines**.
4. Please send the **final** name list no later than **4 weeks prior** to the Congress. Please do not send preliminary name lists.
5. 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 USD 30 charge per name.
6. **Onsite group registration pick-up** for groups leaders will be available upon request.
7. Payment is accepted by credit card or bank transfer. Credit card payment is subject to **additional 4% commission**.
8. **Cancellation policy:** Refund of registration fee will be as follows:
Note! Refunds for groups will be processed after the Congress.
 - Cancellations received up to and including December 6, 2017 – full refund.
 - Cancellations received between December 7, 2017 and February 14, 2018 – 50% will be refunded.
 - After February 15, 2018 – no refund.
9. Fees for Congress participants include:
 - Attendance in all scientific sessions
 - Printed material of the Congress
 - Opening Ceremony and Welcome Reception
 - Access to the Exhibition Area
 - Refreshments during coffee breaks as indicated in the program

10. Please fill in the below information:

Company (Group Name): _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____



REGISTRATION CATEGORIES

Fees apply to payments received prior to the indicated deadlines.
The country group is based upon the official classification

	Early Bird Up to and including December 5, 2017	Regular December 6, 2017 – February 7, 2018	Onsite From February 8, 2018
Full Participants <u>Group A</u> country *	US\$ 520	US\$ 650	US\$ 720
Full Participants <u>Group B</u> country *	US\$ 420	US\$ 550	US\$ 620
Full Participants <u>Group C</u> country *	US\$ 320	US\$ 450	US\$ 520
Full Participants <u>Group D</u> country *	US\$ 220	US\$ 370	US\$ 420
Nurses, Occupational therapists and others **	US\$ 250		
Students ***	US\$ 100		
Service users and family carers ****	US\$ 100		

* The country group is based upon the official classification of the World Bank and refers to your work and correspondence address.

** Nurses, occupational therapists and others - Applies to nurses, social workers, occupational therapists, physiotherapists, PhD students, psychological psychotherapists in training. In order to benefit from the special fee, a submission of your status confirmation must be uploaded during the online registration process.

*** Students - Students can take advantage of a reduced fee. Trainees and students in full time training under 40 years of age (on the first day of the congress) are asked to provide a copy of their student ID and a certificate from the supervisor or head of department together with the registration. Does not apply to resident doctors or trainees with a professional degree or completed professional training.

**** Users and family carers - are expressly invited to play an active role in shaping the scientific programme and to make their own contributions to Joint Symposia. These symposia will be organised as dialogues, i.e. with representatives of professionals, service users and carers.



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 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

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.

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 _____

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: _____ USD

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 are 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 USD only to:

Kenes International (WPATC 2018 Congress Melbourne)
Credit Suisse Bank Geneva Branch, 1211 Geneva 70, Switzerland
Clearing number: 4835
Account number: 693980-52-941
Swift code: CRESCHZZ80A
IBAN number: CH79 0483 5069 3980 5294 1