



## **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\\_mnf23@kenes.com](mailto:reg_mnf23@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 hybrid Congress**. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the hybrid congress (up to 15% of the participants names). After this date, any name change will be subject to 30 EUR 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 hybrid congress.**

All cancellations must be emailed prior to the below deadlines. Refund of registration fee will be as follows:

Note, in case of cancellation at any stage, Bank transfer handling fee (30 GBP) will not be refunded – applicable to Bank Transfer payments only.

- Cancellations received until and including June 1, 2023 – full refund.
- Cancellations received between June 2 and September 16, 2023 – 50% will be refunded.
- From September 17, 2023 – no refund will be made.

### **9. In-person (Onsite) Registration includes HIC Delegate / LMIC Delegate / Student fees:**

- Participation in all sessions
- Opening Ceremony and Welcome Reception
- Access to the Exhibition area
- Refreshments as per times indicated in the program.
- Printed Conference materials
- Access to the virtual platform up to 3 months after the Conference
- Certificate of attendance (sent via email after the conference)

### **10. Virtual (Online) Only Registration includes:**

- Participation in all sessions (either recorded or live – streamed)
- Access to the virtual platform up to 3 months after the Conference



- Access to the virtual Exhibition area
- Conference materials in a digital version
- Certificate of attendance (sent via email after the conference)

**11. 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.

- **Onsite participation:**

Registration Rates	Early Ends 30 May 2023	Regular Ends 15 Sept. 2023	Late / On-Site After 15 Sept. 2023
In-person (Onsite) Participation			
HIC* Delegate	€ 725	€ 900	€ 975
LMIC* Delegate	€ 350	€ 450	€ 500
Student**	€ 150	€ 200	€ 250
Accompanying person	€ 200	€ 200	€ 200

- **On-line participation:**

Online (Virtual) Participation Only			
HIC* Delegate	€ 625	€ 850	€ 925
LMIC* Delegate	€ 250	€ 350	€ 400
Student**	€ 100	€ 150	€ 200



\* Developing countries are defined according to the World Bank Country Classification of Low income and Lower-middle income economies. [Click here](#) to see the Country Classification data.

\*\*Student: in order to benefit from the special fee, a submission of your status confirmation must be uploaded during the online registration process.

**Group Registration Details:**

**Pharmaceutical company name - \_\_\_\_\_**

1. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_

2. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_

3. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_

4. Required registration category: \_\_\_\_\_ No. of Registrations: \_\_\_\_\_

5. 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 hybrid 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 DETAILS**

**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 Congresses' to charge the below credit card for the amount of: \_\_\_\_\_ EUR. \*\*\* Please authorize the full amount, including the 4% credit card fee.

Type: Visa / MasterCard / AMEX Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Name of Card holder: \_\_\_\_\_ CVC: \_\_\_\_\_

**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.
- Registration will only be valid upon receipt of the full payment by the registration department according to the deadline indicated. An email confirming registration will only be sent after receipt of the required fees.
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**Please make drafts payable in EUR only to:**

Account Name: MNF 2023 Congress, Hague, London (Account holder: Kenes International)

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

Bank Code: 1207

Swift No: CRESCHZZ80A

Account Number: 1500934-92-503

IBAN No: CH14 0483 5150 0934 9250 3