



GROUP PROCEDURE

We are pleased to send you detailed information regarding the group registration procedure for the ISPAD 2023 Conference, that will take place face-to-face. For any additional information, deadlines and registration fees, please visit the [ISPAD 2023 website](#).

The procedure for group bookings is as follows:

- ✓ Please register your group (5 or more person), using the online group booking form provided on the website or sent by K.I.T. Group.
- ✓ Within the online 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.
- ✓ New group requests will be considered until October 4, 2023 (names, required participant data and payment in full must be made until October 9, 2023 latest) to guarantee a smooth procedure. After that date, only individual online registration will be possible.

Changes, Cancellations and Payments

Please note, that all names and mandatory participant information must be communicated to the ISPAD 2023 Registration Department 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 general terms and conditions for registration.

Change of registration format:

- *From VIRTUAL to FACE-TO-FACE:* The price difference will be charged accordingly.
- *From FACE-TO-FACE to VIRTUAL:* A refund of the price difference (subject to a 60 EUR service charge) will be issued until August 16, 2023. After this deadline, no refund will be issued anymore.

Name Change:

Please note that all **name changes** will be charged with a fee of 60 EUR.

Category Change:

If the registration category has to be changed (e.g. from Non-member to the reduced registration fee), a handling fee of 60 EUR will be charged for each **registration type change**.

Cancellations:

- All cancellations must be sent in writing to K.I.T. Group by email.
- If the written notification of cancellation is received before August 16, 2023, 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 names, required participant data and payment in full must be received before the next registration deadline, otherwise the next higher registration fee will automatically apply.
- Any additional bookings, registrations or payment related changes (e.g. name changes) will be invoiced by K.I.T. Group on a regular basis and must be paid by the next upcoming deadline.



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 (will be used for virtual access)
- Profession/Occupation

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 is also the group contact's responsibility to ensure that each delegate is only registered once.

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

Contact Information

ISPAD 2023 Registration Department

c/o K.I.T. Group GmbH - Association & Conference Management
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10709 Berlin, Germany

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