

GROUP PROCEDURE

We are pleased to send you detailed information regarding the group registration procedure for the ISPAD 2024 Conference. The conference will be held face-to-face in Lisbon, Portugal from October 16 - 19, 2024 and/or will offer online content via our digital platform.

To see what is included in the registration fee, please click [here](#). For any additional information, please visit the [ISPAD 2024 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 ISPAD 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 1, 2024 (names, required participant data and payment in full must be made until October 7, 2024 latest) to guarantee a smooth procedure. After that date, only individual online registration will be possible.

Group Member Data, Payments, Changes and Cancellations

Group Member Data and Payment:

- All names and mandatory participant information as well as payment in full must be received before the upcoming registration deadline to profit from the chosen registration fee. Otherwise, the registration is incomplete 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.
- 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.

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 23, 2024. 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 23, 2024, 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.

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
- Age Range (under 40, 40 – 60, over 60)
- Date of Birth, Passport Number, Nationality if a Letter of Invitation is requested

Group Pick-Up / Individual Pick-Up of Name Badges

During online group registration you must choose between two options:

OPTION 1: The ISPAD 2024 Registration Department will send individual registration confirmations to each of your group members directly. Face-to-Face participants will receive in addition a QR code to pick-up their name badge individually. No group pick-up appointment will be offered.

OPTION 2: The ISPAD 2024 Registration Department will send a group confirmation or upon request also individual registration confirmations to the group manager only. The group manager will be offered a group pick-up appointment for face-to-face attendees 3 weeks before the conference to collect all name badges onsite.

Please be informed that it is 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 2024 Registration Department

c/o K.I.T. Group GmbH - Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany

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