



GROUP PROCEDURE

We are pleased to send you detailed information regarding the group registration procedure for the ISPAD 2019. For any additional information please visit the [ISPAD 2019 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 proforma invoice for your group booking as well as an Excel name list template to send all details of your group members.

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	Early Registration until 31 July 2019	Standard Registration until 26 September 2019	Late Registration until 21 October 2019
<i>All payments are in USD only.</i>			
ISPAD Member	355 USD	585 USD	825 USD
Non-Member	645 USD	880 USD	1.100 USD
ISPAD Member under 40, Students, Educators, Nurses, Young Physicians, Dietitian, Psychologists & Other Healthcare Professionals (Member)**	175 USD	355 USD	410 USD
Students, Educators, Nurses, Young Physicians, Dietitian, Psychologists & Other Healthcare Professionals (Non-Member)**	410 USD	585 USD	650 USD

Cancellations:

- All cancellations must be sent in writing to K.I.T. Group by fax or email.
- Cancellations received before the early deadline of **July 31, 2019 24:00 CET** will be charged with a **50 %** administration charge per participant. Any refunds will be made after the conference. No refunds will be made for cancellations received after this date.



Payments:

- All payments must be received before the next deadline, otherwise the next higher registration fee will automatically apply.
- All payments must be received prior to the conference, otherwise the participant badges will not be handed out.

Important information for group bookings

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

- Last Name (to be printed on badge)
- First Name (to be printed on badge)
- Company
- Nationality
- Email address of each individual participant
- Country (to be printed on badge)

Confirmation of registration will NOT be sent to each group participant. It is the role and responsibility of the respective group leader (company or agency) to inform each member of the group 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.

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

- Membership Number

The participant must be a valid member at the time of registration. No refunds will be made for memberships renewed / acquired after the time of registration!

Please note that all **name changes** will be charged with a fee of **45 USD**.

If a lower registration fee is claimed (e.g. Member, student), a handling fee of **45 USD** will be charged for **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.



Letter of Invitation / Visa

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The organizers will not directly contact embassies and consulates on behalf of visa applicants. The registration fee minus a handling fee of 80 USD will be refunded after the conference if the visa was applied for in time (minimum eight weeks before the conference), and an official proof of the embassy confirming that a visa could not be granted, is forwarded to the ISPAD 2019 Registration Department.

Refund requests will be processed after the conference only. They must be made in writing and sent to the ISPAD 2019 Registration Department by email no later than 14 days after the conference (November 17, 2019). No refund requests will be processed after this date.

Letter of Invitation

The ISPAD 2019 Registration Department will provide the official **Letter of Invitation** to each attendee. To receive this Letter of Invitation by email, attendees must first register to the conference and submit payment in full. The Letter of Invitation does not financially obligate the conference organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee. Please allow sufficient time for the application procedure. We recommend that you allow at least eight weeks' time prior to the conference. The process may take longer in certain countries, so we therefore suggest that you contact your nearest embassy or consulate to determine the appropriate timing of your application.

To receive a letter of invitation the following information is **MANDATORY**:

- Passport Number

Contact Information

ISPAD 2019 Registration Department
c/o K.I.T. Group GmbH
Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany

Phone: +49 (0)30 24603-270

Fax: +49 (0)30 24603-269

Email: registration-ispad2019@kit-group.org