

# IMCAS

AMERICAS

6<sup>th</sup> Edition

## GROUP REGISTRATION GUIDELINES SPONSOR

SÃO  
PAULO  
World Trade Center

A P R I L  
26 - 28  
2024

### DELEGATE BADGES

**PHYSICIAN - PRACTICING DOCTOR - 590 USD BEFORE DISCOUNT**  
Access to all scientific sessions (*surgery sessions restricted to board certified surgeon*) + sponsored sessions + exhibition

| Number of ordered delegate badges | Applicable discount |
|-----------------------------------|---------------------|
| over 15 badges                    | 10%                 |
| over 25 badges                    | 15%                 |
| over 50 badges                    | 18%                 |
| over 70 badges                    | 20%                 |
| over 90 badges                    | 25%                 |

### EXHIBITOR BADGE

**EXHIBITOR - 100 USD BEFORE DISCOUNT**  
Access to sponsored sessions only + exhibition

| Number of ordered exhibitor badges | Applicable discount |
|------------------------------------|---------------------|
| over 15 badges                     | 10%                 |
| over 20 badges                     | 15%                 |
| over 30 badges                     | 18%                 |
| over 40 badges                     | 20%                 |
| over 50 badges                     | 25%                 |

## GET STARTED

### WHAT IS THE PURPOSE OF GROUP REGISTRATION?

To gather all registrations of exhibiting companies wishing to purchase more than 15 badges under one platform.

### WHY SHOULD YOU REGISTER YOUR PARTICIPANTS THROUGH THE GROUP REGISTRATION PLATFORM?

- › Save time
- › Enjoy early bird rates until the closing of the platform on **Wednesday, April 10, 2024 (11:59 PM Paris - France time)**
- › Benefit from the group registration discount: the more badges registered, the higher the discount !
- › Have one invoice per entity/company branch/business partner

### WHO IS INVOLVED IN THE PROCESS?

The Group Registration **Administrator** of the exhibiting company has the following duties:

- › Coordinate the global group registration of the company
- › Create registration lists for branches, subsidiaries, distributors or any other entity wishing to invite participant(s) to the event -> one registration list per accounting entity should be created, as separate invoices will be issued (the discount takes into account ALL registration lists created)
- › Assign a Group Registration Manager per registration list and follow up with all Managers regarding their participants' registration and payment of their list

The Group Registration **Manager** has the following duties:

- › Register participants to their list
- › Pay their own invoice corresponding to their list

### HOW TO USE THE GROUP REGISTRATION PLATFORM?

1. The Administrator opens the registration list(s), and assigns one Manager per list
2. Each Manager receives an email including their login credentials and instructions to proceed
3. Managers fill in registration list(s) with their participants' details
4. When the deadline for updates/changes is reached on **Wednesday, April 10, 2024 (11:59 PM Paris - France time)** -> all registration lists automatically close
5. Each Manager receives an immediate automatic email with the corresponding invoice attached -> all information submitted can no longer be edited
6. Payment for each list should be made within the following 72 hours
7. Managers can download all confirmation letters when all the registration list invoices have been settled

### SAVE TIME! **NEW**

If it is not your first round as Administrator or Manager, you might find it useful to use our new «Fast system» tool now available on the platform:

- › Register the same participants as last year's edition in a few clicks
- › Once your participants have been added you can still remove, add or update the badges

### GUIDELINES: BADGES & ACCESSES

IMCAS is a congress created by physicians for physicians.

- › All badges give access to the exhibition during the 3 congress days
- › Physicians' badges grant full access to all congress sessions (nota: only board-certified plastic/ oculoplastic/facial plastic surgeons have access to surgery sessions)
- › In order to comply with the requirements of our scientific partners and the local policies towards medical aesthetic treatments, admittance to the congress is restricted to :
  - ◊ Physicians (MD & Residents in medecine)
  - ◊ Industry representatives

All badge registrations are subject to review by the IMCAS team, and can be cancelled in the event that the registrant specialty does not respect our guidelines or violates our badge policy.

### WHAT ARE THE PAYMENT METHODS ?

- › After the closing of the platform on **Wednesday, April 10, 2024** your list will be automatically validated and no badge/billing data modification will be allowed. Each badge amendment will be charged (see below chapter)
- › The percentage of the discount is binding, which means that:
  - 1/ The company's Administrator holds the responsibility of getting all invoices settled
  - 2/ All Managers benefit from the same discount ONLY UNDER THE CONDITION that all payments are made in due time
- › Credit cards and bank transfers are accepted
- › Should one of the Manager's invoice not be paid by the due date, then the whole discount benefit will be lost, and all the Managers' invoices will have to be paid by the Company without any discount

No billing information can be amended after the closing of the platform. The information submitted by each manager prior to April 10th is the information which will be used for their invoice.

### HOW CAN YOU CHANGE A REGISTRATION AFTER SUBMISSION OF YOUR LIST?

Your list can be amended after the closing of the platform by contacting our team and will be subject to additional charges (30 USDper change).

The following badge changes are allowed:

- › misspelled name
- › Wrong specialty-country-email
- › Replacing one participant by another (you must ensure that your new participant is entitled to the same badge type which has been purchased, otherwise the change won't be validated)

All changes can only be actioned after the company's outstanding balance is cleared.

### WHAT ABOUT DATA PROTECTION AND PRIVACY POLICY?

IMCAS follows the General Data Protection Regulation (GDPR), the European privacy legislation that ensures the protection of personal data. It provides transparency concerning collection, use and processing of data. For more information, please refer to our FAQ online

In order to perfectly communicate with any participant, IMCAS needs to process the following personal data:

- › Full name for issuing confirmation letter and badges
- › Email address to send mandatory congress information (confirmation letter, evaluation process, certificate of attendance, etc...)

Therefore, you are asked to provide such information for each participant you register.

As the registrant, you have to make sure that you are allowed to share the data of each participant by obtaining the necessary consents.