Group Registration Guidelines SPONSOR

IMCAS AMERICAS 8TH EDITION | MARCH 13 TO 15 • 2026 SÃO PAULO WORLD TRADE CENTER

GET STARTED

WHAT IS THE PURPOSE OF GROUP REGISTRATION?

To allow exhibiting companies that need more than 10 badges to gather and manage all their registrations efficiently within one platform.

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

- Save time
- Benefit from the group registration discount: the more badges registered, the higher the discount!
- Have one invoice per entity / company branch / business partner
- Earn Priority Points (Type D)

WHICH BADGES CAN BE PURCHASED ON THE PLATFORM AND WHICH BADGE TYPES ARE ELIGIBLE TO THE DISCOUNT?

A couple of badges and sevaral options can be purchased on the platform. **Physician** and **Exhibitor Additional badges** are both eligible to the discount, however, each badge type has its own discount category: DELEGATE and EXHIBITOR.

Delegate and Exhibitor badges cannot be combined to increase the discount. Please refer to the table below for the available discount levels per category:

	BADGE TYPE	ELIGIBLE TO THE DISCOUNT	STANDARD RATE BEFORE DISCOUNT	NUMBER OF BADGES REGISTERED PER COMPANY	APPLICABLE DISCOUNT	DISCOUNTED RATE PER BADGE
DELEGATE BADGES	**PHYSICIAN** FULL ACCESS Access to all sessions (sessions dedicated to surgery accessible only to Board-Certified Surgeons) and Exhibition	Yes	USD 690,00	10+	23%	USD 531,30
				20+	27%	USD 503,70
				30+	30%	USD 483,00
				40+	32%	USD 469,20
				50+	36%	USD 441,60
EXHIBITOR BADGES	**EXHIBITOR ADDITIONAL** PARTIAL ACCESS Access to sponsored sessions and Exhibition	Yes	USD 100,00	15+	10%	USD 90,00
				20+	15%	USD 85,00
				30+	18%	USD 82,00
				40+	20%	USD 80,00
				50+	25%	USD 75,00
OPTIONS	**LUNCH FOR CONGRESS PERIOD**	No	USD 60,00	-	-	-
	PRIVATE LOUNGE (Limited quantity)	No	USD 100,00	-	-	-
	GALA DINNER	No	USD 250,00	-	-	-
	IMCAS ACADEMY (12 months subscription)	No	USD 290,00	-	-	-

WHO IS INVOLVED IN THE PROCESS?

The **Main Contac**t or designated **Group Registration Manager** 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 participants 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 per exhibiting company)
- Assign a Group Registration Coordinator per list and follow up with all regarding their participants' registration and payment of their list(s)

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

- Register participants on their list
- Pay their own invoice

HOW TO USE THE GROUP REGISTRATION PLATFORM?

1. The Main Contact or designated Group Registration Manager opens the registration list(s), and assigns one Coordinator per list
2. Each Coordinator receives an email including their login credentials and instructions to proceed
3. Coordinators fill in registration list(s) with their participants' details
4. When the deadline for updates / changes is reached on **Wednesday, March 4, 2026 (11:59 PM Paris time / 7:59 PM São Paulo time)**, all registration lists automatically close
5. The next day, each Coordinator receives an automatic email with the corresponding invoice attached -> all billing information submitted can no longer be edited
6. Payment for each list should be made within the following 72 hours
7. Coordinators can download all confirmation letters when all the invoices of the exhibiting company have been settled

SAVE TIME WITH THE EXCEL IMPORT TOOL! NEW

This feature is particularly helpful if you would like to **add multiple badges at once** to your list. You can now upload an Excel file containing your participant details and the corresponding badge types,allowing the platform to process the information for you.

Please note this tool works only with the official IMCAS templates (one for each category: DELEGATES / EXHIBITORS), so kindly ensure you follow the process outlined on the platform. You may import and export your list(s) as often as needed until the platform closes.

GUIDELINES: BADGES & ACCESSES MUST READ

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).
- All medical doctors **must** be registered under the "Physician" badge type.
- 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

  ** no dentist, dental surgeon, biophysician, nurse or beautician will be authorized to purchase a badge for this congress.*
- Additional exhibitor badges are only reserved to industry representatives from your company, and / or staff from your distributors and suppliers.

All badge registrations are subject to review by the IMCAS team, and can be cancelled or downgraded in the event that the registrant specialty does not respect our guidelines and badge policy. **No refund will be issued**.

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WHAT ARE THE PAYMENT METHODS ?

- Credit card payments in USD are accepted
- Bank transfers in both USD and BRL are accepted
- The percentage of the discount is binding, which means that:
  - the company's Main Contact or Group Registration Manager is responsible for getting all invoices settled of getting all invoices settled
  - all Coordinators benefit from the same discount provided that all payments are made in due time
- Should one of the coordinator's invoice not be paid by the due date, all Priority Points (type D) earned with group registration for the current edition will be lost.
- No billing information can be amended after the closing of the platform on March 4. The information submitted by each manager prior to this date is the information which will be used for their invoice.
  Before the deadline, Main Contacts and Group Registration Managers can update the billing data of each list via the platform if necessary.

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

Your list can be amended after the closing of the platform by using our "update badges" tool via your accout, and will be subject to additional charges (30 USD per change) from Monday, March 9.

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)

As the registrant, it is your responsability to check if one of your participants has already been registered. We will accept a badge name change (provided your new participant meets the requirements to benefit from the same badge type), but no refund will be granted.

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 efficiently 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. Please do not provide generic email addresses, or your own personnal email address.
As the registrant, you have to make sure that you are allowed to share the data of each participant by obtaining the necessary consents.

HOW CAN YOU RETRIEVE THE BADGES REGISTERED THROUGH THE PLATFORM?

- Each badge is nominative, attendees must retrieve their badge at the dedicated welcome desk onsite
- Attendees will receive their confirmation letter by email and each list coordinator will be able to download the letters via the dedicated section on their IMCAS account
- Attendees must present an ID proof, their confirmation letter and business card (if applicable)
- Onsite registration and badge pick up opens on Thursday March 12th, from 2pm to 6pm and from 7am the next day