

SEPT 29 - OCT 1, 2022
BANGKOK

ESCAPE TO BANGKOK
FOR A 3-DAY UPDATE
IN PLASTIC SURGERY, DERMATOLOGY &
AESTHETIC SCIENCE

GROUP REGISTRATION GUIDELINES SPONSOR

DELEGATE BADGES (full access)		EXHIBITOR BADGES (partial access to the congress)	
PHYSICIAN – PRACTICING DOCTOR – 590 USD before discount		EXHIBITOR – 90 USD	
NON PHYSICIAN – PHD IN MEDICAL SCIENCE – 590 USD before discount			
number of ordered delegate badges	applicable discount	number of ordered exhibitor badges	applicable discount
over 15 badges	10%	over 15 badges	10%
over 25 badges	15%	over 20 badges	15%
over 50 badges	18%	over 30 badges	18%
over 70 badges	20%	over 40 badges	20%
over 90 badges	25%	over 50 badges	25%

ASIA 15TH EDITION

At The Athenee Hotel, a luxury collection in Bangkok, Thailand

AS EASY AS 1,2,3

WHAT IS THE PURPOSE OF GROUP REGISTRATION?

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

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

- > save time
- > take advantage of the group registration discount: the more badges registered, the higher the discount rate!
- > take advantage of early bird fee until the closing of the platform on **Wednesday, September 14, 2022 (11:59 PM Paris – France time) instead of July 29, 2022**
- > obtain one invoice per entity/company branch/business partner

WHO IS INVOLVED IN THE PROCESS?

The Group Registration Administrator of the 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
- > assign a Manager per registration list and follow up with all the Managers

The Group Registration Manager has the following duties:

- > register participants to his/her list
- > pay his/her own invoice corresponding to his/her list

HOW TO USE THE GROUP REGISTRATION PLATFORM?

- Administrator opens the registration list(s), and assigns one Manager per list
- Each Manager receives an email containing login/password and instructions to proceed
- Managers fill in registration list(s) with their participants' details
- When the deadline for modifications is reached – **Wednesday, September 14, 2022 (11:59 PM Paris – France time)** -> all registration lists automatically close
- Each Manager receives an immediate automatic acknowledgement with the corresponding invoice attached
- Payment should be made within the following 72 hours
- Managers can download all confirmation letters when the general amount due has been cleared in our bank account

WHAT HAPPENS AFTER THE CLOSING OF THE PLATFORM AND WHAT ARE THE METHODS OF PAYMENT?

- > after the closing of the platform, 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 payments paid and 2/ all Managers benefit from the same discount **ONLY UNDER THE CONDITION** that all payments are made in due time
 - > credit cards, bank transfers, ALIPAY are accepted
- > should one of the Manager's invoice not be paid by the due date, then the whole discount benefit will be removed and all the Managers' invoices will have to be paid without any discount
- > credit cards and bank transfers are accepted

HOW CAN A REGISTRATION BE MODIFIED?

The part dedicated to any modification of the badges already registered will be available after the closing of the platform. The following badge changes will be subject to charge (30 EUR per change):

- > misspelled name
- > wrong specialty – country – email
- > changing the registration from one participant to another (pay attention that your new participant is entitled to the badge type, otherwise the change won't be validated)

The changes will be actioned only after the general amount due has been cleared in our bank account (credit cards, bank transfers and ALIPAY are accepted). Upon reception of the payment, the updated confirmation letter will be ready for download on the platform.

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 the badge
- > 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