IMCAS & THAICOSDERM
Thai Society of Cosmetic Dermatology and Surgery
ITCAM

ASIA BANGKOK

16th Edition • The Athenee Hotel

JUNE
09 - 11

2023

GROUP REGISTRATION GUIDELINES SPONSOR



DELEGATE BADGES (full access)		EXHIBITOR BADGES (partial access to the congress)	
PHYSICIAN - PRACTICING DOCTOR - 590 USD before discount NON PHYSICIAN - PHD IN MEDICAL SCIENCE - 590 USD before discount		EXHIBITOR - 90 USD	
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%

GET STARTED

WHAT IS THE PURPOSE OF GROUP REGISTRATION?

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

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

- save time
- benefit from the group registration discount: the more badges your company registers, the higher the discount!
- benefit of early bird rate until the closing of the platform on **Wednesday, May 24, 2023 (11:59 PM Paris - France time) instead of April 9, 2023**
- 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 their list
- pay their own invoice corresponding to his/her 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 containing login/password and instructions to proceed
3. Managers fill in the assigned registration list(s) with their participants' details
4. The registration platform automatically closes on **Wednesday, May 24, 2023 (11:59 PM Paris - France time)** (11:59 PM Paris - France time) -> all information submitted (participants details, billing information) can no longer be edited
5. Each Manager receives an immediate automatic acknowledgement with the corresponding invoice attached
6. Payment should be made within the following 72 hours
7. Managers can download all confirmation letters once the company's outstanding balance is cleared

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

- after the closing of the platform on **Wednesday, May 24, 2023**, your list will be automatically validated and no badge/billing infomation amendments will be available on the platform.
- the percentage of the discount is binding, which means that:

  1/ the company's Administrator is responsible for the clearance of the company's outstanding balance and must ensure that all invoices are paid in due time.

  2/ all Managers will benefit from the discount ONLY provided that all payments are received within the deadline.
- credit cards, bank transfers and 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
- NO BILLING INFORMATION CAN BE AMENDED AFTER THE CLOSING OF THE PLATFORM. THE INFORMATION SUBMITTED BY EACH MANAGER PRIOR TO MAY 24 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 usd per change). The following badge changes are allowed:

- misspelled name
- wrong specialty - country - email
- changing the registration from one participant to 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)

The changes will be actioned after the company's outstanding balance is cleared (credit cards, bank transfers and ALIPAY are accepted). Upon reception of the payment, the updated confirmation letter will be available to 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

To ensure an efficient communication with our participants, , IMCAS would need to process the following personal data:

- Full name to issue their confirmation letter and the badge
- Personnal / individual work email address to send them mandatory congress information such as confirmation letter, evaluation process, certificate of attendance, etc..

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

The above list is necessary to process each participant's registration. As the list manager, you need to make sure that you are allowed to share this data by obtaining the necessary consents