IMCAS & THAICOSDERM
Thai Society of Cosmetic Dermatology and Surgery
ITCAM

ASIA BANGKOK

17th Edition • The Athenee Hotel

JUNE
21 - 23
2024

GROUP REGISTRATION GUIDELINES

SPONSOR



GET STARTED

DELEGATE BADGE (Full access)
PHYSICIAN - PRACTICING DOCTOR - 590 USD before discount
NON PHYSICIAN - PHD IN MEDICAL SCIENCE - 590 USD before discount

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 (Partial access)
EXHIBITOR - 90 USD before discount

Number of ordered exhibitor badges	Applicable discount
over 15 badges	10%
over 25 badges	15%
over 35 badges	18%
over 45 badges	20%
over 60 badges	25%

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?

- to save time
- to enjoy early bird rates until the closing of the platform on **Wednesday, June 5, 2024 (11:59 PM Paris - France time)**
- to benefit from the group registration discount: the more badges registered, the higher the discount!
- to have 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 (the discount takes into account all registration lists created)
- assign a Manager per registration list and follow up with all the 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 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 credentials and instructions to proceed
3. Managers fill in the assigned registration list(s) with their participants' details
4. When the deadline for updates/changes is reached on **Wednesday, June 5, 2024 (11:59 PM Paris - France time)** -> all registration lists automatically close
5. Each Manager receives an immediate automatic acknowledgement 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 lists 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

WHAT ARE THE PAYMENT METHODS?

- after the closing of the platform on **Wednesday, June 5, 2024**, your list will be automatically validated and no badge/billing data amendments 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 in time.

2/ All Managers benefit from the discount provided that all payments are made in due time.

- credit cards and bank transfers are accepted
- If a Manager's invoice remains unpaid by the due date, the entire discount benefit will be lost. Consequently, all Managers' invoices must be settled 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 June 5 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
- > 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

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

HOW CAN YOU RETRIEVE BADGES REGISTERED THROUGH THE PLATFORM?

- Each badge is nominative, attendees must retrieve their badge at the dedicated welcome desk onsite
- Attendees must present an ID proof, their confirmation letter and business card (if applicable)
- Registration and badge pick up opens from Thursday, June 20th - 4pm