# Group Registration Guidelines SPONSOR

IMCAS CHINA 5TH EDITION | 27 TO 29 AUGUST • 2026 SHANGHAI W SHANGHAI THE BUND

## 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?

Several badges can be purchased on the platform, however only Physician / PhD and Exhibitor Additional badges qualify for the discount.

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 | RATE BEFORE DISCOUNT | NUMBER OF BADGES REGISTERED | APPLICABLE DISCOUNT | DISCOUNTED RATE PER BADGE |
|---|---|---|---|---|---|---|
| DELEGATE BADGES | **PHYSICIAN** FULL ACCESS Access to all sessions including surgery (provided that the physician is a board certified surgeon) | Yes | 570 € | 10 + | 25% | 427,50 € |
| | | | | 20 + | 30% | 399,00 € |
| | | | | 30 + | 32 % | 387,60 € |
| | **PHD** FULL ACCESS Access to all sessions except surgery | Yes | | 40 + | 34% | 376,20 € |
| | | | | 50 + | 38% | 353,40 € |
| | **OTHER SPECIALTIES** PARTIAL ACCESS Access to scientific sessions dedicated to cosmeceuticals, nutraceuticals and practice management, to sponsored sessions | No | 470 € | - | - | - |
| | **CLINIC DIRECTOR** PARTIAL ACCESS ON THURSDAY ONLY Access to practice management module and sponsored sessions | No | 190 € | - | - | - |
| EXHIBITOR BADGES | **EXHIBITOR ADDITIONAL** PARTIAL ACCESS Access restricted to sponsored sessions | Yes | 50 € | 15 + | 10% | 45,00 € |
| | | | | 20 + | 15% | 42,50 € |
| | | | | 30 + | 18% | 41,00 € |
| | | | | 40 + | 20% | 40,00 € |
| | | | | 50 + | 25% | 37,50 € |
| OPTIONS | **PRIVATE LOUNGE** | No | 90 € | - | - | - |
| | **IMCAS ACADEMY - 12 MONTHS SUBSCRIPTION** (Physician only) | No | 290 € | - | - | - |

### WHO IS INVOLVED IN THE PROCESS?

The **Main Contact** or the designated **Group Registration Manager** of the exhibiting company has the following duties:

- Manage 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 applies to the total number of badges across all lists created by an exhibiting company).
- Assign a Registration Coordinator per list and follow up with all coordinators regarding their participants' registration and payment of their list(s).

The Group Registration **List 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 their registration list(s) with their participants' details
4. When the deadline for update/changes is reached on **Wednesday, August 12, 2026 (11:59 PM Paris - France time / 5:59 AM Shanghai - China time),** all registration lists automatically close and no more badges can be added or removed
5. The next day, each Coordinator receives an automatic email with the corresponding invoice attached and all billing information submitted can no longer be edited
6. Payment for each list should be made within the following 72 hours
7. Coordinators and Managers can download all confirmation letters when their invoices 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 participants' 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 provide access to the exhibition, coffee breaks during the 3 congress days, and session replays (depending on badge type) for up to three weeks after the congress.
- Physicians' badges grant full access to all congress sessions (nota: only board-certified plastic / oculoplastic/facial I plastic surgeons have access to surgery sessions).
- All medical doctors **must** be registered under the "Physician" badge type.
- PhD badges grant access to all congress sessions except surgery. Industry representatives holding a PhD in Medical science or a closely related scientific field, such as biology, chemistry, and biochemistry may therefore attend the scientific sessions with this badge type.
- Additional exhibitor badges are reserved exclusively for industry representatives from your company, and/or staff from your distributors and suppliers. For example, physicians or clinic directors/staff are not considered distributors and must be registered under the appropriate category: "Physician" badge for physicians or 'Clinic Director' for clinic directors/staff. Also, Healthcare Professionals acting as trainers or consultants are not considered exhibitors either and must register with the appropriate badge type: 'Other specialties'.
- Clinic Director badges are only available for Thursday. Please be prepared to provide proof of each participant's professional activity by sending a copy of their business license and business card to groupregistration@imcas.com.

All badge registrations are subject to review by the IMCAS team, and supporting documents such as diplomas for Physicians or PhD might be requested. Any registration 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.** Please feel free to contact our team before the deadline if you have any questions regarding a participant's specialty.

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## WHAT ARE THE PAYMENT METHODS ?

- Credit card payments and bank transfers are accepted.
- The percentage of the discount is binding, meaning that:
  - the company's Main Contact or Group Registration Manager is responsible for getting all invoices settled
  - all coordinators benefit from the same discount, provided that all payments are made in due time
- Should one of the coordinators' invoices 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 August 12, 2026. The information submitted by each coordinator prior to this date is the information that will be used for their invoice.
  Before August 12, Main contacts and Group Registration Managers can check and update the billing data of each list via the platform.

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

Your participants' info can be amended for free after the closing of the platform by using our "**update badges**" tool via your account. From **Thursday, August 20th**, an additional fee of 30 EUR per change will be applied.

The following badge changes are allowed:

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

As the person responsible for badge purchases, it is your responsibility 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 the 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 a generic email address, or your own personal email address). As the person responsible for badge purchases, you must make sure that you are allowed to share the data of each participant by obtaining the necessary consents.

## HOW CAN YOU COLLECT THE BADGES REGISTERED THROUGH THE PLATFORM?

- Each badge is nominative, attendees must retrieve their badge at the dedicated welcome desk on-site
- Attendees will receive their confirmation letter by email and each list coordinator will be able to download the letters via the dedicated section in their IMCAS account
- Attendees must present an ID proof and their confirmation letter (printed or digital)
- On-site registration and badge pick-up opens on **Wednesday, August 26th, from 4 pm to 7 pm, and from 7 am the next day**