# Group Registration Guidelines SPONSOR

IMCAS WORLD CONGRESS | JAN 30 TO FEB 01 • 2025 PARIS PALAIS DES CONGRÈS

## GET STARTED

### WHAT IS THE PURPOSE OF GROUP REGISTRATION?

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

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

- Save time
- Enjoy early bird rates until the closing of the platform on **Monday, January 13, 2025 (11:59 PM Paris - France 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 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 (EARLY BIRD RATES) | NUMBER OF BADGES REGISTERED PER COMPANY | APPLICABLE DISCOUNT |
|---|---|---|---|---|---|
| DELEGATE BADGES | **PHYSICIAN**<br>FULL ACCESS<br>Access to all sessions (sessions dedicated to surgery being accessible only to Board Certified Surgeons) | Yes | 880 € | 15+ | 5% |
| | | | | 25+ | 8% |
| | **PHD IN MEDICAL SCIENCE**<br>FULL ACCESS<br>Access to all sessions except Surgery | Yes | | 50+ | 10% |
| | | | | 100+ | 15% |
| | | | | 150+ | 20% |
| | **OTHER SPECIALTIES**<br>PARTIAL ACCESS<br>Access to scientific sessions dedicated to cosmeceuticals, nutraceuticals and practice management, to sponsored sessions and "La Tribune" | No | 650 € | - | - |
| | **EXHIBITION ONLY**<br>EXHIBITION ONLY | No | 550 € | - | - |
| EXHIBITOR BADGES | **EXHIBITOR ADDITIONAL**<br>PARTIAL ACCESS<br>Access restricted to sponsored sessions and "La Tribune" only | Yes | 150 € | 15+ | 5% |
| | | | | 25+ | 8% |
| | | | | 35+ | 10% |
| | | | | 45+ | 15% |
| | | | | 60+ | 20% |
| OPTION | **PRIVATE LOUNGE**<br>(Limited quantity) | No | 150 € | - | - |

### WHO IS INVOLVED IN THE PROCESS?

The Group Registration **Administrator** 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 Manager per list and follow up with all Managers regarding their participants' registration and payment of their list(s)

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

- Register participants on their list
- Pay their own invoice

### 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 including their login credentials and instructions to proceed
3. Managers fill in registration list(s) with their participants' details
4. When the deadline for updates / changes is reached on **Monday, January 13, 2025 (11:59 PM Paris - France time)**, all registration lists automatically close
5. The next day, each Manager receives an automatic email 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 invoices of the exhibiting company 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 "**Fast system**" tool 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 add, remove or update the badges

### GUIDELINES: BADGES & ACCESSES

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.
- PhD badges grant access to all congress sessions except surgery (industry representatives holding a PhD may therefore attend the scientific sessions with a PhD badge).
- Additional exhibitor badges are only reserved to industry representatives from your company, and / or staff from your distributors and suppliers.
- In order to comply with the requirements of our scientific partners, dentists and dental surgeons must be registered under the "Exhibition only" congress badge. Dentists may not access any conference rooms (neither scientific sessions, nor sponsored sessions)*

  **as per the guidelines of the scientific board, dentists from UK, Israel, Poland, Serbia, Croatia, Bosnia & Herzegovina, Slovenia, Bulgaria, Portugal, Egypt, Chile and USA are allowed to be registered with Physician or Other Specialties badges.*
- Biophysicians and beauticians must also be registered under the "Exhibition only" congress badge and may not access any conference rooms (neither scientific sessions, nor sponsored sessions)

  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 and bank transfers are accepted.
- The percentage of the discount is binding, which meaning that:
  - the company's Administrator is responsible for getting all invoices settled of getting all invoices settled
  - all Managers benefit from the same discount provided that all payments are made in due time
- Should one of the Manager's invoice not be paid by the due date, all Priority Points (type D) earned with group registrationt for the current edition will be lost.
- No billing information can be amended after the closing of the platform on January 13, 2025. The information submitted by each manager prior to this date is the information which will be used for their invoice.
  Before January 13, Administrators 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 list can be amended after the closing of the platform by contacting our team and will be subject to additional charges (30 euros 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)
- 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.

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

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 address, 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.