Group Registration Guidelines & FAQ SPONSOR

IMCAS WORLD | JANUARY 28 TO 30 • 2027 | PARIS PALAIS DES CONGRÈS

GET STARTED

WHAT IS THE PURPOSE OF GROUP REGISTRATION?

To allow exhibiting companies that need more than 15 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 4 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 PER COMPANY	APPLICABLE DISCOUNT
DELEGATE BADGES	PHYSICIAN FULL ACCESS	Yes	990 €	15+	5%
				25+	8%
				50+	10%
	PHD IN MEDICAL SCIENCE FULL ACCESS	Yes		100+	15%
				150+	24%
	OTHER SPECIALTIES PARTIAL ACCESS	No	890 €	-	-
	EXHIBITION ONLY EXHIBITION ON SATURDAY ONLY	No	390 €	-	-
EXHIBITOR BADGES	EXHIBITOR ADDITIONAL PARTIAL ACCESS	Yes	175 €	15+	5%
				25+	8%
				35+	10%
	EXHIBITOR SERVICE PROVIDER EXHIBITOR'S ACTIVITIES ONLY	Yes		45+	15%
				60+	20%
OPTION	PRIVATE LOUNGE (Limited quantity)	No	190 €	-	-

FULL ACCESS

Access to all sessions except surgery sessions, which are restricted to board-certified :
- Plastic Surgeons
- Facial Plastic Surgeons
- Oculoplastic Surgeons

PARTIAL ACCESS

OTHER SPECIALTIES :
Access to sessions on cosmeceuticals & nutraceuticals, practice management & business, AI & digital, sponsored sessions, and *La Tribune*.

EXHIBITOR ADDITIONAL :
Access to sponsored sessions and *La Tribune* only.

EXHIBITION ON SATURDAY ONLY

Access restricted to the exhibition. No access granted to scientific sessions nor sponsored events.

No physical attendance authorized on Thursday or Friday.

EXHIBITOR'S ACTIVITIES ONLY

Access restricted to the exhibitor's sponsored activities only, such as symposia, live demos,... of the exhibiting company purchasing the badge.

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 Coordinator per list and follow up with them regarding their participants' registration and payment of their list(s)

The **List Coordinator** has the following duties:

- Register participants on their list
- Pay their own invoice

GROUP REGISTRATION TIMELINE

Until January 11th

Register your participants

Until the platform closes, you can add, remove, or edit participants by following the instructions in your email.

January 11th

Platform closure

On **January 11th at 23:59 (France time)**, the platform automatically closes and your final invoice is generated.

January 12th - 15th

Payment deadline

On January 12th, your invoice is issued and sent by email. You then have 72 hours to proceed with payment.

January 15th - 26th

Confirmation letters

Once your list is reviewed and payment received, you can download all confirmation letters from your account.

GUIDELINES: BADGES & ACCESSES MUST READ

IMCAS is a congress created by physicians for physicians.

- Each badge includes access to the exhibition, coffee breaks during the three congress days, and session replays (according to the badge type) for three weeks after the congress. Lunches can be purchased onsite.
- 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 in Medical Science or closely related to scientic fields, such as biology, chemistry and biochemestry may therefore attend the scientific sessions with this badge type.
- "Additional" and "Service provider" Exhibitor badges are reserved exclusively for industry representatives from your company, staff from your distributors and suppliers (i.e booth constructor, barista,...). For example, physicians or clinic directors/staff are not considered distributors and must be registered under the appropriate category: 'Physician' badge for physicians or 'Other specialties' badge 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.
- 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 the United Kingdom, Israel, Portugal, Egypt, Chile and the United States are allowed to be registered with Physician or Other Specialties badges.*
- Nurses who are legally authorised to prescribe and inject independently, without supervision, and whose status can be verified on the relevant official register are eligible for a Physician badge. Eligible professionals include endorsed Nurse Practitioners in Australia, registered Nurse Practitioners in Canada, Registered Advanced Nurse Practitioners in Ireland, registered Verpleegkundig Specialists in the Netherlands, UK nurses with the Independent Prescriber (V300) annotation, and Nurse Practitioners practising in US states classified as "Full Practice" by AANP. All other nursing roles must register with the Other Specialties badge.
- All badge registrations are subject to review by the IMCAS team and supporting documents such as diplomas for Physicians, Nurse Practicioners 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.

ANY QUERIES? CONTACT US: GROUPREGISTRATION@IMCAS.COM OR +33 1 40 73 82 82

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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 participant 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.

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 Coodinators benefit from the same discount provided that all payments are made in due time
- Should one of the Coordinators' invoice 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 January 11th - 23:59 (France time). The information submitted by each list coordinator prior to this date is the information which will be used for their invoice. Before January 11th , Group Registration Managers and Main Contacts 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 Tuesday, January 19th, an additional fee of € 30.00 per change will be applied.

The following badge changes are allowed:

- 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 will not be validated)

As the person responsible for badge purchases, 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**.

INVITATION LETTERS AND VISA APPLICATIONS MUST READ

Participants requiring a visa to attend the congress may request an invitation letter through the dedicated platform on our website by following the steps below:

1/ Register your participants through the group registration platform

2/ Fill out the invitation letter request form on our website with the participant's information.

3/ In the field «invoice number», mention your group registration list ID sent to you by email.

4/ Your invitation letter will be sent within 1 to 3 business days.

The agreed discount level is binding. Once the platform has closed, no revised invoice or refund will be issued in the event of a visa refusal. The invitation letter and Group Registration platforms have been designed to give applicants sufficient time to complete the visa application process.

WHAT ABOUT THE ADDITIONAL EXHIBITOR BADGES LIMIT?

As a reminder, the number of additional exhibitor badges you may purchase is defined by the exhibiting company's sponsorship level. For example, a Bronze sponsor is entitled to 35 exhibitor badges in total (5 included, and 30 additional across all platforms).

WHAT ABOUT DATA PROTECTION AND PRIVACY POLICY?

IMCAS complies with the General Data Protection Regulation (GDPR), ensuring the protection and transparent processing of personal data. For more details, please refer to our online FAQ.

To manage registrations and communicate with participants, IMCAS collects:

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...)

Please provide this information for each participant you register (do not use a generic or your own email address). As the person responsible for registrations, you must ensure you have the participant's consent to share their personal data.

HOW CAN YOU COLLECT THE BADGES REGISTERED THROUGH THE PLATFORM?

- Attendees will receive their confirmation letter by email and each list coordinator can download the letters from their group via their IMCAS account.
- Attendees must present an ID proof and their confirmation letter (printed or digital).
- Exhibitors can now print the 3rd page of the confirmation letter at home and use it directly as their congress badge. Upon arrival, collect a badge holder & lanyard (self-service) in the dedicated exhibitor area.
- Service providers badges with no names on it must be collected by the list exhibiting company's main point of contact or group registration coordinator.
- Badge pick-up opens on Wednesday, January 27th from 12pm to 8pm and from 7am the next day.

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