



## 4<sup>th</sup> International Conference on Nutrition & Growth

Amsterdam, the Netherlands, March 2-4, 2017

### GROUP REGISTRATION POLICY

The group registration process is valid for a minimum of 10 delegates or more.

In order to facilitate your group registration, please complete this form and send it by e-mail to [reg\\_ngc17@kenes.com](mailto:reg_ngc17@kenes.com)

Once the complete and signed form is received, we will issue an Invoice and send it by email.

In order to benefit from the reduced registration fees, please ensure that the signed form and payment are received **before the indicated Registration deadlines.**

At this stage the name list of delegates is not required; you are welcome to register your group by stating number of participants only and send us the **FINAL names** no later than **February 1<sup>st</sup>, 2017.**

**Please do *not* send preliminary name lists.**

**Please note**, if you have Abstract submitters in your group, please send us the names before the Abstract submitting deadline in order to include them in the 'registered delegates' list.

Name changes (up to 15% of total participants) will be permitted free of charge until **February 15<sup>th</sup>, 2017.** After this date, any name change will be subject to **30 Euro** charge per name.

**On site Pre-Registration pick up** for groups will be available upon request; at this meeting you will receive the registration kits and Conference materials. Further details will be provide at a later stage.

#### **Cancellation policy:**

All cancellations must be electronically mailed. Refund of registration fee will be as follows:

- Up and including December 20, 2016 - full refund.
- From December 21, 2016 till February 21, 2017 - 50% will be refunded.
- From February 22, 2017: no refund will be made

\* Refund will be made after the Conference.

#### **Registration fees includes:**

- Entrance to all scientific sessions
- Conference material
- Access to the Exhibition area
- Invitation to the Opening Ceremony, the Welcome Reception
- Coffee & lunch during breaks, as indicated on the timetable

Company \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_.



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### GROUP REGISTRATION FORM

Registration Fees (In EURO including VAT):

Fees apply to payments received prior to the indicated deadlines.

	Early Rate Until December 20,2016	Regular Rate December 21 until and including February 1, 2017	Onsite Rate From February 2, 2017 and Onsite
Full Participants	€450	€545	€600
Dietitians/nurses*	€330	€395	€450
Students/Trainee/Fellows*	€195	€250	€300

\* in order to benefit from the special fee, a submission of your status confirmation (approval letter signed by the Head of Department or copy of your status ID) must be provided.

#### Group Registration details:

Required category: \_\_\_\_\_ No. of registrations required: \_\_\_\_\_

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Pharmaceutical company: \_\_\_\_\_

#### Details as should appear on Invoice:

Company name: \_\_\_\_\_

VAT number (**mandatory**): \_\_\_\_\_

Full Address: \_\_\_\_\_

Country: \_\_\_\_\_

#### Payment methods:

Payment is accepted by credit card or bank transfer\*.

Chosen payment method (Bank transfer/VISA/AMEX/MasterCard) \_\_\_\_\_

Credit card payment is subject to additional **4% commission**.



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**This form was submitted by:**

Contact person: \_\_\_\_\_

Company name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\* Bank Transfer info & instructions:**

- Please ensure that the name of the Conference and the invoice number are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid in addition to the registration fees.
- Payment in Euro only
- Note, in case of cancellation at any stage, Bank transfer admission fee (30 Euro) will not be refunded - applicable to Bank Transfer payments only.

**Bank account details:**

Account Name: NGC 2017 Conference Amsterdam (Account holder: Kenes International)

Bank details: Credit Suisse Geneva, 1211 Geneva 70, Switzerland

Bank Code: 4835

Swift No: CRESCHZZ12A

Account Number: 693980-52-872

IBAN No: CH02 0483 5069 3980 5287 2

- Registration will only be valid upon receipt of the full payment by the registration department according to the deadline indicated. An email confirming registration will only be sent after receipt of the required fees.
- Outstanding payments will be collected on-site and charged the on-site rate. A copy of the bank transfer (or other proof of payment) will be required in the event that registration fees were not credited to the meeting account on time.