

## Individual Registration Guidelines

### EARLY BIRD REGISTRATION DEADLINE

If you would like to benefit from the early-bird rate, you need to register by February 28. After this date, the regular rates will apply and no exceptions will be made.

### REGISTRATION FEE

Registration VAT inc.	Early Bird Fees Until Feb 28, 2012	Regular Fees Until May 25, 2012	On Site After May 25, 2012
Participants from Countries on List A*	500 €	625 €	780 €
Participants from Countries on List B*	425 €	530 €	660 €
Participants from Countries on List C*	375 €	470 €	590 €
Student registration	250 €	312 €	390 €
Retired registration (over 65 years)	250 €	312 €	390 €
Accompanying person	250 €	312 €	390 €
Daily ticket	-	-	210 €
Exhibitor registration fee	250 €	312 €	390 €

\*List of countries by GDP per capita, PPP (purchasing power parity) according to World Bank. Lists available in our website.

STUDENT registration should be accompanied by a letter from the head of your department and by valid student card confirming your status.

SENIOR registration fee applies to participants over 65 years old. The form should be accompanied by a copy of the passport

**If you are an APB Member and have your membership dues updated you will benefit 20% discount. Please contact the Secretariat: [wbc2012@admedictours.pt](mailto:wbc2012@admedictours.pt)**

- **After May 25 only onsite registrations accepted.**

### Full registration, Student registration and Retired registration fee includes:

- Access to all congress sessions and commercial exhibition
- Delegate bag with Final Programme and Proceedings
- Attendance at the Opening Ceremony and Welcome Reception
- Milk breaks
- Lunches

### Accompanying person registration includes:

- Attendance at the Opening Ceremony and Welcome Reception
- Milk breaks
- Lunches
- Half-day Sightseeing tour of Lisbon

### Daily ticket includes:

- Access to all congress sessions and commercial exhibition on the chosen day
- Delegate bag with Final Programme and Proceedings
- Milk breaks (on chosen day)
- Lunch (on chosen day)

### Exhibitor registration fee includes:

- Access to commercial exhibition
- Attendance at the Opening Ceremony and Welcome Reception
- Milk breaks
- Lunches

## PROCEDURES & GENERAL POLICY

- Registration available on-line (for payments with credit card only) or by fax or e-mail (for payments with bank transfer only)
- Complete the **INDIVIDUAL FORM** and submit it duly filled, by e-mail or fax, together with copy of bank transfer.
- Registrations without the copy of your bank transfer and not duly identified with participant name will not be consider.

## PAYMENT POLICY

- On-line Registration can only be paid with **credit card**.
- If you wish to pay by **bank transfer** please contact us.
- After payment is recorded on our account you will receive the receipt of your bank transfer (estimated 10 days). If we do not acknowledgment your payment during this period please contact us.

## REGISTRATION CANCELLATION POLICY

- All cancelations must be received by e-mail or fax.
- Cancellations received between 01 October and 01 December: 100% refund
- Cancellations received between 02 December and 31 March: 50% refund
- No refund on cancellations received after April 1
- **All refunds will be processed until 90 days after the Congress, minus bank fees applied and €20,00 administrative fees.**
- **Unforeseeable Events, Acts of God**

If for any reason beyond the control of the Organiser, it is not possible the Congress from taking place, the Organiser will only be bound to refund money paid after deduction for costs incurred in preparing the Congress.

## Bank Details

Please contact us.

*We are looking forward to welcoming you in Lisbon!*