

Group Registration Guidelines



To download Group Registration Guidelines, please [click here](#) (PDF format)



To download Group Registration Form, please [click here](#) (Excel format)

EARLY BIRD REGISTRATION DEADLINE

If your company and/or your country affiliates would like to benefit from the early-bird rate, you need to reserve your groups by February 28. After this date, the regular rates will apply and no exceptions will be made.

REGISTRATION

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 have a 20% discount Please contact the Secretariat

▪ **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
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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

- Groups consist of a minimum of 10 registrants.
- Registration can be purchased without provision of names.
- Complete the **GROUP RESERVATION FORM** and submit it by mail. If you do not have the names of your group, we will reserve the space nevertheless a name is required to be sent.
- Names must be submitted by **May 03**. Before this date name changes are free of charge, after this date, name changes will have a fee of € 25,00 each. "Blank" registrations will be cancelled and will not be refunded.
- Additional registrations will be invoiced separately at prevailing rate.

- Should you assign one of your group's badges to an individual who has already registered and paid on their own, you need to remove this individual from your group list and provide another name. We will not issue a refund to the individual or any unused badges.
- Pick-up of registration badges onsite for entire group only is available upon request. Please make an appointment with our coordinator.

PAYMENT POLICY

- Within 5 days of submission you will receive an invoice for the group (No names will appear on the invoice unless requested).
- Payment is possible by bank transfer and should be recorded on our account within 14 days after the date of issue on the invoice. Acknowledgment of your payment will be sent per e-mail.
- If we do not acknowledge your payment during this period please contact us.

REGISTRATION CANCELLATION POLICY

- All cancellations 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 Euros 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.

OTHER SERVICES CANCELLATION POLICY

- According to contract sent by Ad Médic Tours

Bank Details

Payments are required to be made in EURO (€) and Banking fees have to be settled by the remitter. Please contact us for bank details.

We are looking forward to welcoming you and your delegates in Lisbon!