



GROUP REGISTRATION FORM

1. The group registration process is valid for a **minimum of 10 delegates**.
2. In order to facilitate your group registration, please fill out this form and return by email to:
reg_pce22@kenes.com
3. In order to benefit from the reduced group registration fees, payments must be paid **prior to the below deadlines**.
4. Please send the **final** name list no later than **4 weeks prior** to the Congress. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the Congress (up to 15% of the participants' names). After this date, any name change will be subject to EUR 30 charge per name.
6. Payment is accepted by credit card or bank transfer. Credit card payment is subject to **additional 4% commission**.
7. **Cancellation policy**: Refund of registration fee will be as follows:

Note! Refunds for groups will be processed after the Congress.

- Cancellations received up and including November 17, 2022 – full refund.
- Cancellations received between November 18 until February 8, 2022 – 50% will be refunded
- As of February 9, 2022 – no refund will be made.

8. Fees for Participants Include:

- Participation in all scientific sessions
- An invitation to the Welcome Reception
- Entrance to the Exhibition
- Refreshments as per times scheduled in the scientific programme

9. Please fill in the below information:

Company (Group Name): _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____



Registration fees (in EUR)

REGISTRATION CATEGORIES	EARLY RATE UNTIL NOVEMBER 16, 2021	REGULAR RATE NOVEMBER 17, 2021 – FEBRUARY 1, 2022	ONSITE RATE FROM FEBRUARY 2, 2022
Full Participant	€550	€650	€750
Full participant - Low & Lower - Middle Economy Countries *	€400	€500	€600
Trainee (Students/Fellows/Nurses) **	€180	€275	€275
Trainee (Students/Fellows/Nurses)** Low & Lower - Middle Economy Countries *	€150	€245	€245

* **Low and Low-Middle income countries:** Defined according to the World Bank Country Classification of Low income and Lower – middle income economies; please [click here](#) to see the Country Classification data.

** **Proof of Student/Fellow/Nurse status is mandatory** – 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 uploaded during the Online registration.

Group Registration Details:

1. Required registration category: _____ No. of Registrations: _____
2. Required registration category: _____ No. of Registrations: _____
3. Required registration category: _____ No. of Registrations: _____

Total Group Participants: _____

Important Note: Abstract Presenters

In case there are Abstract Presenters among the group delegates please advise the names and abstract numbers in advance in order to guarantee the abstract will remain in the Scientific Programme.

Please mark below accordingly:

- There are no abstract presenters in this group
- Attached is a list of the abstract presenters in this group



PAYMENT DETAILS

Payment information:

Billing Address (to appear on invoice and receipt): _____

VAT number: _____

This form was submitted by:

Full Name: _____

On Behalf of (company name): _____

Signature _____ Date _____

Data Protection:

I confirm that prior to transferring Kenes the group delegates contacts, our company has obtained consent from the individuals concerned

Please select a method of payment (credit card or bank transfer):

1. Credit card payment (Credit card payment is subject to additional 4% commission):

I authorize 'KENES International – Organizers of Congresses' to charge the below credit card for the amount of:
_____ EUR

Type: Visa / MasterCard / AMEX

Number: _____ Expiration date: _____

Name of Card holder: _____

Address (as per Credit card records): _____

Security digits (on the back of the credit card): _____

Signature of Card Holder:



2. Bank Transfer Payment:

- Please ensure that the name of the group/paying company are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to the registration fees.

Please make drafts payable in EUR only to:

Account Name: Psych Congress Europe 2022 (Account holder: Kenes International)

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

Bank Code: 4835

Swift No: CRESCHZZ80A

Account Number: 1500934-92-315

IBAN No: CH46 0483 5150 0934 9231 5