



9TH WORLD CONGRESS OF THE WORLD INSTITUTE OF PAIN (WIP)

MAY 9-12 2018, DUBLIN, IRELAND



GROUP REGISTRATION POLICY AND FORM

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 together with the payment and return by E-mail to: reg_wip18@kenes.com

In order to benefit from the early registration fees, please ensure the signed form and payment is received **before March 13, 2018**

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 **April 09, 2018**.

Please do not send preliminary name lists.

Note: if there are 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 **April 23, 2018**.

After this date, any name change will be subject to EURO 30 charge per name.

On site Pre-Registration pick up for groups will be available upon request. Groups representatives are welcome to coordinate a personal meeting with: reg_wip18@kenes.com At this meeting you will receive the registration kits and Meeting bags with the printed Meeting material. We recommend booking this meeting before April 23, 2018.

Cancellation policy:

All cancellations must be electronically mailed.

Refund of registration fee will be as follows:

- Cancellations received up and including March 13, 2018- Full refund
- Cancellations received From March 14, 2018 to April 25, 2018 - 50% refund.
- From April 26, 2018 - No refund.

*** Refund will be made after the Congress.**



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Fees for Congress Participants include:

- Light refreshments between sessions
- Admission to the scientific sessions
- World Congress Printed Materials
- Invitation to the Welcome Reception
- Entrance to the exhibition

No meals are included

Please fill in the below information:

Company: _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____

Signature: _____



REGISTRATION FEES IN EUR:

Category	Early fee	Late fee	Onsite fee
	Until March 13, 2018	March 14 - April 18, 2018	From April 19, 2018
Full Participants member*	€ 650	€ 750	€ 860
Full Participants Non member	€ 800	€ 900	€ 960
Trainee (Student/Fellow/Nurse)***	€ 300	€ 350	€ 400
Low Middle Countries**	€ 400	€ 500	€ 550
Networking Event Dinner		€ 80	

* **WIP Members:** In order to apply for this category, please ensure your membership is approved and fees are paid for 2018 before you start the registration process. Registration will not be confirmed otherwise.

** **Developing 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.

*** In order to obtain the special fee for **Trainee (Student/Fellow/Nurse)**, an official supportive letter from the institution signed by the head of the department confirming your status, or a valid student ID card must accompany the registration. Please send this documentation after registering to is reg_wip18@kenes.com



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Group Registration details:

Required category: _____

No. of registrations required: _____

Required category: _____

No. of registrations required: _____

Optional:

Required Function: _____

No. of function required: _____

Details as will appear on Invoice:

Company name: _____

VAT number : _____

Full address: _____

Country: _____



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PAYMENT METHODS

Payment of registration fees (in EURO) can be made as follows:

1. Payment by Credit card:

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

Type: Visa, MasterCard or American Express

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

Credit Card details to be charged:

Number: _____

Expiration date: _____

Name of Card holder: _____

Address: (as per Credit card records):

Telephone number: _____

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

Signature of Card Holder: _____

2. Payment by Bank Transfer:

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

Please make drafts payable in EURO to:

Kenes International (WIP 2018 Congress Dublin)
Credit Suisse Bank Geneva Branch, 1211 Geneva 70, Switzerland
Clearing number: 4835
Account number: 693980-52-912
Swift code: CRESCHZZ80A
IBAN number: CH86 0483 5069 3980 5291 2