



Attn: Mr. Jacky Meshoulam – ICI 2009 Registration Department

Paragon Conventions: Group Registration Policy

Please read carefully the following terms and conditions as set out below, before making a group registration:

General Guidelines

- Please note that the online group registration can only be used to register congress delegates when there is a minimum group of 10 participants.
- Group registration is only possible for companies or travel agencies wishing to register delegates for the congress.
- Registrations will not be accepted without the work or home address of each delegate.
- It is not possible to register an accompanying person without a delegate.

How to make a Group Registration

In order to facilitate your group registration, we would like you to download the "**Paragon Conventions: Group Registration Form**", fill it in and send it together with the proof of payment to:

Fax: +41 (0)22 580 2953

Email: registration@paragon-conventions.com

To benefit from the special early registration fees, please forward us the payment with the signed contract before December 1st, 2009

Registration Fees will be confirmed without final name list (Please refer to the Annex in the "Paragon Conventions: Group Registration Form") until **December 1st, 2009** if paid in full, according to the published registration deadlines.

Name changes will be permitted until December 1st, 2009 – Free of charge.

From December 1st, 2009 any name change will be subjected to 50 US Dollars penalty per name.

On site Pre-Registration will only be possible after registration fees have been fully paid.

Paragon-Conventions

18 Avenue Louis-Casai, 1209 Geneva, Switzerland

Tel: +41 22 5330948 Fax: +41 22 5802953

Web-Site: www.paragon-conventions.com E-Mail: info@paragon-conventions.com



Collection of Congress Registration Documents

- 1. Collective pick-up (by a representative of your company/ travel agency):**
When you register a group and wish to pick up your delegates' congress documents prior to the official opening, we strongly suggest that you contact the Paragon Conventions' registration department no later than **November 15th, 2009** and schedule an appointment accordingly (Phone: +41 (0)22 5330 948).

If no appointment has been made, your representative can only collect your delegates' congress documents upon presentation of the confirmation at the group registration desk on **December 6th, 2009**.

- 2. Individual pick-up (by the delegate):** If your delegates are going to collect their congress documents individually at the pre-registration desk, you will receive a separate confirmation for each delegate. Please make sure your delegates receive these confirmations. Congress documents will only be handed out upon presentation of a registration confirmation.

Cancellation Policies

Paragon Conventions must be notified in writing (either by fax or by electronic mail) about any cancellation required. The following conditions will apply:

- Postmarked before **August 1st, 2009** – 100% refund of the registration fees.
- Postmarked from **September 1st, 2009** – 50% refund of the registration fees.
- No refund on cancellations sent after – **October 1st, 2009**.

Participation Fees

Participants' fees include:

- Scientific Sessions
- Technical Exhibition
- Opening Ceremony and Welcome Reception
- Congress's bag, abstract book and all printed material
- Coffee/Tea breaks with cookies and small refreshments
- Lunches
- Certificate of Attendance

Accompanying persons' fees include:

- Participation at the Opening Ceremony and Welcome Reception
- Half day tours, planned to coincide with the scientific sessions

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