



5th Latin American Congress on **Autoimmunity**

Cancun, Mexico, 26-29 November 2017

GROUP REGISTRATION POLICY AND 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 **LACA 2017 Registration Department** reg_laca17@kenes.com.
3. In order to benefit from the reduced registration fees, please ensure the signed form and payment is received **before the registration deadlines**.
4. 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 names no later than **October 26, 2017**. Name changes will be permitted free of charge until **November 13, 2017 (up to 15% of the participants names)**. After this date, any name change will be subject to **USD 30** charge per name.
Note: if there are Abstract submitters in your group, please send us the names before the Abstract submitting deadline to include them in the 'registered delegates' list.
5. **Onsite Pre-registration pick-up** for group leaders will be available upon request. Group representatives are welcome to coordinate a personal meeting at: reg_laca17@kenes.com.
At this meeting, you will receive the registration kits and Congress bags with the printed Congress material. We recommend booking this meeting before, further details will be given prior to the Congress.
6. Please note that we cannot guarantee the availability of Congress materials for additional on-site registrations.
7. Payment is accepted by credit card or bank transfer.
*Credit card payment is subject to **additional 4% commission**.
8. **Cancellation policy:**
All cancellations must be electronically mailed.
 - Cancellations received up and including July 26, 2017 – full refund
 - Cancellations received between July 27 to November 16, 2017 – 50% will be refunded
 - From November 17, 2017– no refunds will be made

Refunds for groups will be processed after the congress.



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9. Fees for Congress Participants include:

- Attendance in all scientific sessions
- Delegate bag including all conference printed material
- Invitation to the Welcome Reception
- Refreshments as indicated in the program
- Entrance to the exhibition

REGISTRATION CATEGORIES:

Fees (in USD) apply to payments received prior to the indicated deadlines.

	Early Bird Up to and including July 26, 2017	Regular July 27 – November 14, 2017	Onsite From November 15, 2017
Full Participants	\$650	\$720	\$750
Full Participants Latin America*	\$300	\$320	\$350
Student **	\$130	\$180	\$230

***Latin American and the Caribbean Countries:** as defined according to the World Bank Country Classification. [Click here](#) for more information on the Country Classification.

****Student:** 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:

Required registration category: _____ No. of Registrations: _____
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PAYMENT INFORMATION:

Payment method: Credit card* / Bank transfer

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

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

VAT number:

This form was submitted by:

Full Name: _____

On Behalf of (company name): _____

Signature: _____

Date: _____



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PAYMENT DETAILS:

Credit card payment:

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

Credit Card details to be charged:

Type: Visa / MasterCard / AMEX

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:

10. Bank Transfer Payment:

- Please ensure that the name of the meeting and of the group is stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to registration fees.
- Please make drafts payable to:

LACA 2017 Congress Cancun, Mexico (Account holder: Kenes International)

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

Clearing number: 4835

Account Number: 693980-52-870

IBAN: CH56 0483 5069 3980 5287 0

Swift code: CRESCHZZ12A