



GROUP PROCEDURE

We are pleased to send you detailed information regarding the group registration procedure for the ISPAD 2022 Conference, that will take place face-to-face. For any additional information please visit the [ISPAD 2022 website](#).

The procedure for group bookings is as follows:

- ✓ Please register your group (5 or more person), using the online group booking form provided on the website or sent by K.I.T. Group.
- ✓ Within the online booking form you can book the required number of registrations and will then receive a payment order for your group booking as well as an excel name list template to send the required details of your group members.
- ✓ There is no discount for group registrations available.
- ✓ New group requests will be considered until September 30, 2022 (names, required participant data and payment in full must be made until October 6, 2022) to guarantee a smooth procedure. After that date, only individual online registration will be possible.

The [general terms & conditions](#) for registration are fully applicable to all participants registered under the group registration.

Deadlines, Cancellations and Payments

Please note, that all names and mandatory participant information must be communicated to the ISPAD 2022 Registration Department by the next upcoming deadline. If the names and mandatory participant information as well as the payment in full are not received in time, the registration is not complete and the next higher registration fee will automatically apply.

The details can be submitted at a later stage but then the next higher registration fee will apply OR the registrations can be cancelled in accordance with the general terms and conditions for registration.

Registration fees for Face-to-Face Delegates (incl 5% UAE VAT)

High Income Country	Early Bird⁽¹⁾	Standard⁽²⁾	Late⁽³⁾	Onsite⁽⁴⁾
Member (25% discount on non-member fee)	USD 551	USD 708	USD 906	USD 945
Member reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the member fee)	USD 386	USD 496	USD 634	USD 661
Non-Member	USD 735	USD 945	USD 1.207	USD 1.260
Non-members reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the non-member fee)	USD 514	USD 661	USD 845	USD 882
Upper-Middle Income Country				
Lower-Middle Income Country	Early Bird⁽¹⁾	Standard⁽²⁾	Late⁽³⁾	Onsite⁽⁴⁾
Low Income Country				
Member (25% discount on non-member fee)	USD 386	USD 496	USD 606	USD 634



Member reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the member fee)	USD 270	USD 346	USD 424	USD 444
Non-Member	USD 514	USD 661	USD 808	USD 845
Non-member reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the non-member fee)	USD 360	USD 463	USD 566	USD 591

Registration fees for Virtual Delegates (incl 5% UAE VAT)

High Income Country	Early Bird⁽¹⁾	Standard⁽²⁾	Late⁽³⁾	Onsite⁽⁴⁾
Member (25% discount on non-member fee)	USD 210	USD 270	USD 345	USD 360
Member reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the member fee)	USD 147	USD 189	USD 242	USD 252
Non-Member	USD 280	USD 360	USD 460	USD 480
Non-members reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the non-member fee)	USD 196	USD 252	USD 322	USD 336
Upper-Middle Income Country	Early Bird⁽¹⁾	Standard⁽²⁾	Late⁽³⁾	Onsite⁽⁴⁾
Lower-Middle Income Country				
Low Income Country				
Member (25% discount on non-member fee)	USD 147	USD 189	USD 231	USD 242
Member reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the member fee)	USD 103	USD 132	USD 162	USD 169
Non-Member	USD 196	USD 252	USD 308	USD 322
Non-member reduced - Student, Fellow, Trainee, Educator, Nurse, Dietitian & Other Healthcare Professional and Patient Advocates (30% discount on the non-member fee)	USD 137	USD 176	USD 216	USD 225

⁽¹⁾ until June 28, 23:59 CET

⁽²⁾ until August 30, 23:59 CET

⁽³⁾ until October 6, 23:59 CET

⁽⁴⁾ starting October 7, 00:01 CET



* as per [World Bank](#)

**** To benefit from the reduced fee, the ISPAD 2022 Registration Department may request a proof of profession or occupation. You will receive a separate email if needed. The following proofs may be required:**

To be able to register as a **student, fellow or trainee**, you must present proof of full-time enrollment at a recognized university or college for both the time of registration and during the conference.

To be able to register as a **nurse, educator, dietitian or other healthcare professional** a supporting letter with business letterhead, signature and stamp from your Head of Department is required describing your status for both the time of the registration and for the time of the conference. Alternatively, you can submit a copy of your registration or practicing certificate or an ID from your institution if your profession is stipulated on it.

Cancellations:

- All cancellations must be sent in writing to K.I.T. Group by email.
- If the written notification of cancellation is received before August 1, 2022, 50% of the paid registration fee will be refunded. No refunds will be made for cancellations received after this date. Any refunds will be made after the conference.

Payments:

- All payments must be received before the next registration deadline, otherwise the next higher registration fee will automatically apply.
- All names, required participant data and payment in full must be made latest until October 6, 2022 to finalize and confirm your group registration and to guarantee a smooth procedure to attend the conference

Important information for group bookings

The following **participant information is MANDATORY** for all members of your group:

- Last Name
- First Name
- Individual Address and Country of Main Residence for each participant
- INDIVIDUAL, VALID email address of each participant
- Profession/Occupation

Confirmation of registration will NOT be sent automatically to each group participant. It is the role and responsibility of the respective group leader (company or agency) to inform each group member that he/she has been registered to attend the conference. It is also the group contact's responsibility to ensure that each delegate is only registered once.

Please note that all **name changes** will be charged with a fee of **50 USD**.

If the registration category has to be changed (e.g. from Non-member to the reduced registration fee), a handling fee of **50 USD** will be charged for each **registration type change**.

Any additional bookings, registrations or payment related changes (e.g. name changes) will be invoiced by K.I.T. Group on a regular basis and must be paid by the next upcoming deadline.

Contact Information

ISPAD 2022 Registration Department

c/o K.I.T. Group GmbH - Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany

Email: ispad2022-registration@kit-group.org