

# 13<sup>th</sup> European Congress on Menopause and Andropause

8 – 10 September 2021 | Virtual

Advancing healthy menopause and ageing



## GROUP PROCEDURE

We are pleased to send you detailed information regarding the group registration procedure for the EMAS 2021 Virtual Conference. For any additional information please visit the [EMAS 2021 website](#).

The procedure for group bookings is as follows:

- Please register your group (10 or more person), using the group booking form provided on the website or sent by K.I.T. Group.
- With the 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.
- Group requests will be considered until August 25, 2021, 24:00 CET (names, required participant data and payment in full must be made until September 1, 2021) to guarantee a smooth procedure. After that date, only individual online registration will be possible.
- There is no discount for group registrations available.
- There will be no refund for registrations which were paid, but not used.
- The EMAS 2021 Registration Department shall not be held responsible for the double booking of an individual attendee or group made by another company or organization.
- A payment order will be sent by email to the group manager once the K.I.T. Group Registration Department has received the fully completed registration form.
- Payment for the group registration shall be transferred immediately upon receipt of the payment order. A final registration invoice shall be issued and sent to the group manager after the congress.

The [terms and 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 K.I.T. Group 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.

<b>Standard Registration Fees</b> (until 7 September 2021 24:00 CET)	Fees are without VAT and no VAT will be invoiced.
<b>EMAS Member</b>	340.00 EUR
<b>EMAS Member Reduced Fee*</b> (for delegates from <u>Middle/Low Income Countries</u> )	225.00 EUR
<b>EMAS Junior Member*</b> (Members up to the age of 35/ Doctors in training)	180.00 EUR
<b>EMAS Member Student/ Fellow/ Nurse**</b>	180.00 EUR

<b>Non-Member</b>	410.00 EUR
<b>Non- Member Student/Fellow/Nurse**</b>	285.00 EUR
<b>Open-Door-Day</b> (7 September 2021 , not CME relevant)	00.00 EUR

CET = Central European Time.

**To benefit from the reduced fee, the EMAS 2021 Registration Department may request a proof of profession or occupation. You will receive a separate email if needed. The following proofs may be required:**

\* If you are a member, the Membership Registration fees will automatically apply.

\*\* Student/Fellow/Nurse registrants will be requested to provide current status ID or a letter confirming their status of Student/Fellow/Nurse. A Proof of Status is an official letter written by the head of department – hospital, company, or academic institution, which confirms the status of the applicant. The document must be issued in English on the organization's official letterhead. For under 35, a copy of the National ID or Passport is required.

### **Methods of Payment**

Payment is required at the time of registration. It is mandatory to be made in EUR only, using one of the following methods:

#### Credit Card

Visa, AMEX or MasterCard are accepted. Credit cards are debited in EUR only.

Please note that for payments over 1500.00 € (Group Registrations) a credit card charge of 2.5% applies which cannot be invoiced. You will receive from us by e-mail with the confirmation of registration a secure link for payment.

#### Bank Transfer – until 25 August 2021

Bank Name: UBS Switzerland AG Genève Guichet Gestion Acacias  
Rue des Noirettes 35  
1227 Carouge

Account Holder: K.I.T. Group Switzerland AG

Bank Sorting Code: 00240

K.I.T. Account Number: 240 7395 0861 Q

SWIFT-CODE: UBSWCHZH80A

IBAN: CH81 0024 0240 7395 0861 Q

Reference: EMAS21, D21530, Name, Participant number

Please note that all transfer costs must be prepaid by the transmitter. Cheques will not be accepted.

### **Cancellations**

Please note that the cancellation of your booking and/or any request for refunds are excluded. If you are unable to attend the congress live after you have completed your booking, the entire content will be available to you on demand for 12 months from the date of performance. Furthermore, we would like to refer the option of a name change to an existing congress registration.

The conference organizers reserve the right to modify the program, which is published as an indication only. There is no claim against the organizer for the implementation of announced

or individual program components. No refunds will be granted in case the program changes (including change of speakers, modification of topic, etc.).

### **Important information for group bookings**

Please use the table template. All columns must be filled out completely. Lists of names in any other format cannot be accepted.

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

If you are registering participants as **EMAS Members**, the Membership Number is necessary.

### **Name Change**

A handling fee of 50 EUR will be charged for every name change to an existing congress registration. A new registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable.

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

### **Contact Information**

#### **EMAS 2021 Registration Department**

c/o K.I.T. Group GmbH  
Association & Conference Management  
Kurfürstendamm 71  
10709 Berlin, Deutschland  
Fax: +49 (0)30 246 03 269  
[emas2021-registration@kit-group.org](mailto:emas2021-registration@kit-group.org)  
[www.kit-group.org](http://www.kit-group.org)