



Att: Ms. Hadas Zuker- IFTA 2010 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](mailto:registration@paragon-conventions.com)

To benefit from the special early registration fees, please forward us the payment with the signed contract before **November 20<sup>th</sup>, 2009**.

Registration Fees will be confirmed without final name list (Please refer to the Annex in the "Paragon Conventions: Group Registration Form") until **March 1st, 2010** if paid in full, according to the published registration deadlines.

Name changes will be permitted until **March 5th, 2010**– Free of charge.

From **March 5th, 2010** any name change will be subjected to **50 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](http://www.paragon-conventions.com) E-Mail: [ifta2010@paragon-conventions.com](mailto:ifta2010@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 **March 5th, 2010** 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 **March 17<sup>th</sup>, 2010**.

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:

- Up to 90 days prior to arrival-full refund less bank charges
- Up to 60 days prior to arrival-cancellation charge of \$50
- Less than 60 days prior to arrival-no refund.

### **Participation Fees**

Participants' fees include:

- Scientific Sessions
- Opening Ceremony & Welcome Reception
- Congress's bag, Final program and book of abstracts
- Coffee/Tea breaks with cookies and small refreshments

Accompanying persons' fees include:

- Participation at the Opening Ceremony

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