

## ICHNO 2024 – Group Registration Instructions

### Register a group for 10 participants or more.

Group registrations can be completed with or without specifying participants' names. Our registration team will provide you with an excel form to fill in and to send back. Please send your request to [events@estro.org](mailto:events@estro.org). Below are important instructions for group registrations:

Please be advised that ESTRO no longer accepts registration orders for Health Care Professionals directly from pharmaceutical and Medical Technologies companies. This policy adjustment is in accordance with the implementation of our EACCME® accreditation, as outlined in its regulations. We invite delegates to take charge of their registration by independently accessing our ESTRO 2024 registration website.

#### A. List with participants' names

- Please fill the registration form with the general information of the booker and the delegates (Full name, email, country of work, and specialty).
- Each participant must register **using their individual email address**, as they will each receive a barcode to print their badges.
- It usually takes 3 - 5 working days for our team to process the group registration.
- Member fees will be applied to participants who renewed their membership for 2024.
- The payment can be done by bank transfer or by credit card.
- **Payment of the invoice** should be arranged upon receipt and **BEFORE** each deadline:
  - **20/12/2023** - Early fee
  - **21/02/2024** - Late fee

Failure to do so will result in the applied fee being cancelled unless you notify [events@estro.org](mailto:events@estro.org) with a valid reason for the payment delay.

- Participants will be considered as registered to the conference only upon full receipt of payment of the invoice.

## B. List without participants' names

Group registration can be completed without specifying participants' names at the beginning of the booking process. However, specific conditions will apply:

- The **NON-MEMBER fee** will apply to all participants and cannot be changed whether the person is a member, RTT member, or an In-training member.
- The payment can be done by bank transfer or by credit card.
- **Payment of the invoice** should be arranged upon receipt and, in any case, **BEFORE** each deadline:
  - **20/12/2023** – Early fee
  - **21/02/2024** - Late fee

Failure to do so will result in the applied fee being cancelled unless you notify [events@estro.org](mailto:events@estro.org) with a valid reason for the payment delay.

- Names must be provided by the latest: **04/03/2024**
- ESTRO cannot provide blank badges – places booked without names.

The invoicing address must be correct and complete from the first step of registration. We cannot make any name changes once the invoice has been issued.

## Cancellation Policy

ESTRO understands that circumstances may arise which require you to cancel your registration:

1. Refund: If you decide to cancel your registration, you will be eligible to receive a refund of 85% of the registration fees. The remaining 15% will be retained to cover handling charges.

2. Cancellation Deadline: Please note that any cancellation request received within 1 month before the date of the congress will not be eligible for a refund.
3. Transfer of Registration: a registration cannot be transferred to another individual.