



17TH BIENNIAL MEETING OF THE INTERNATIONAL GYNECOLOGIC CANCER SOCIETY

In collaboration with the Japanese Society of Gynecologic Oncology
UNITING THE GLOBE IN THE FIGHT AGAINST
GYNECOLOGIC CANCER



KYOTO, JAPAN
SEPTEMBER 14-16, 2018

GROUP REGISTRATION 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: reg_igcs18@kenes.com
3. In order to benefit from the reduced group registration fees, payments must be paid **prior to the below deadlines**.
4. Please send the **final** name list no later than **4 weeks prior** to the Meeting. Please do not send preliminary name lists.
5. Name changes will be permitted free of charge until **2 weeks prior** to the Meeting (up to 15% of the participants' names). After this date, any name change will be subject to USD 30 charge per name.
6. **Onsite group registration pick-up** for groups leaders will be available upon request.
7. Payment is accepted by credit card or bank transfer. Credit card payment is subject to **additional 4% commission**.
8. **Cancellation policy:** Refund of registration fee will be as follows:
Note! Refunds for groups will be processed after the Meeting.
 - Cancellations received up and including July 18, 2018 – full refund
 - Cancellations received between July 19 – August 29, 2018 – 50% will be refunded
 - After August 30, 2018 – no refund will be made
9. Fees for Meeting participants include:
 - Admission to Scientific Sessions
 - Admission to the Exhibition Area
 - Printed Meeting Materials
 - Opening Ceremony and Welcome Reception
 - Coffee/Tea breaks and lunches
10. **Please fill in the below information:**

Company (Group Name): _____

Booking Agency (if relevant): _____

Contact Person: _____

Email: _____

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REGISTRATION CATEGORIES

Registration Fees in USD (Fees apply to payments received prior to the deadlines):

Country Classification	Category	Early July 18, 2018	Regular July 19 - September 5, 2018	Onsite From September 6, 2018 and Onsite
Upper-Middle and High Income Countries	IGCS Member*	\$535	\$635	\$735
	Non-Member	\$775	\$875	\$975
	Residents / Students / Fellows / Nurses **	\$290	\$340	\$390
	Special Offer - Registration and 1 year IGCS Membership	\$765	\$865	\$965
Low and Lower-Middle Income Countries ***	IGCS Member*	\$230	\$330	\$380
	Non-Member	\$290	\$390	\$440
	Residents / Students / Fellows / Nurses **	\$260	\$310	\$360
	Special Offer - Registration and 1 year IGCS Membership	\$280	\$380	\$430
JSGO Member****		\$535	\$635	\$735

* IGCS Members: In order to apply for this category, please ensure your membership is approved and fees are paid before you start the registration process.

** Residents / Students / Fellows / Nurses: An official letter of the institution (PDF format), originally stamped and signed by the head of the department confirming this status must be uploaded during the registration process

*** Low and Lower- middle income countries are defined according to the World Bank Country Classification of Low income economies, [click here](#) to see the Country Classification data (Low-income and Lower-middle-income).

****JSGO Members: In order to apply for this category, please ensure your membership is approved and fees are paid before you start the registration process.



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Group Registration Details:

1. Required registration category: _____ No. of Registrations: _____
2. Required registration category: _____ No. of Registrations: _____
3. Required registration category: _____ No. of Registrations: _____

Total Group Participants: _____

Important Note: Abstract Presenters

In case there are Abstract Presenters among the group delegates please advise the names and abstract numbers in advance in order to guarantee the abstract will remain in the Scientific Program.

Please mark below accordingly:

- There are no abstract presenters in this group
 Attached is a list of the abstract presenters in this group

Group Registration Pick-up

Group registration collective pick-up will be available onsite, an appointment must be coordinated in advance. Exact times will be advised prior to the Meeting.

Note: in case of group registration pick-up, individual barcode confirmation letters will not be sent to group participants.

We strongly recommend individual pick-up.

Please mark below accordingly:

- Group registration pick-up is required
 No group pick-up, the delegates will be collecting their registrations individually.

PAYMENT DETAILS

Payment information:

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

VAT number: _____



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Data Protection:

- I confirm that the group delegates whose names we will share with Kenes for the purpose of registration to the event, have agreed to this data share and its purpose.

This form was submitted by:

Full Name: _____

On Behalf of (company name): _____

Signature _____ Date _____



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Please select a method of payment (credit card or bank transfer):

1. Credit card payment (Credit card payment is subject to additional 4% commission):

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

_____ USD

Type: Visa / MasterCard / AMEX

Number: _____

Expiration date: _____

Name of Card holder: _____

Address (as per Credit card records): _____

Security digits (on the back of the credit card): _____

Signature of Card Holder: _____

2. Bank Transfer Payment:

- Please ensure that the name of the group/paying company are stated on the bank transfer.
- Bank charges are the responsibility of the payer and should be paid at source in addition to the registration fees.

Please make drafts payable in USD only to:

Account Name: IGCS 2018 Congress, Kyoto

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

Bank Code: 4835

Swift No: CRESCHZZ80A

Account Number: 1500934-92-2

IBAN No: CH58 0483 5150 0934 9200 2