



**Att: Ms. Shulamit Solomon – ISOPT Asia 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.  
Every 10<sup>th</sup> person will receive free registration, providing a 10% discount!
- 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 "**Group Registration Form**" available on the website, fill it in and send it together with the proof of payment to:

Fax: +41 (0)22 580 2953

Email: [solomon@paragon-conventions.com](mailto:solomon@paragon-conventions.com)

**\*\*** With groups of 25 people and more, please contact us as well, for more information on additional discounts.

To benefit from the special early registration fees, please forward us the payment with the signed contract before **August 20<sup>th</sup> 2010**.

Registration Fees will be confirmed without final name list (Please refer to the Annex in the "Paragon Conventions: Group Registration Form") until **August 20<sup>th</sup>, 2010** if paid in full, according to the published registration deadlines.

Name changes will be permitted until **September 20<sup>th</sup>, 2010** – Free of charge.  
From **September 21<sup>st</sup>, 2010** any name change will be subjected to 50 Euro 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: [solomon@paragon-conventions.com](mailto:solomon@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 **October 15<sup>th</sup>, 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 registration desk during opening hours.

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 – bank charges will be incurred.
- Up to 60 days prior to arrival – cancellation charge of 75 USD.
- Less than 60 days prior to arrival – no refund.

## Participation Fees

Participants' fees include:

- Scientific Sessions
- Professional Exhibition
- Opening Ceremony and Welcome Reception
- Congress's bag, abstract book and all printed material
- Coffee/Tea breaks
- Certificate of Attendance

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## Registration Fee

Registration Fees	Until Aug 20 <sup>th</sup> , 2010	From Aug 21 <sup>st</sup> Until Nov 23 <sup>rd</sup> , 2010	On Site
Participant	<input type="checkbox"/> 500 USD	<input type="checkbox"/> 550 USD	<input type="checkbox"/> 650 USD
Residents / Fellow in Training	<input type="checkbox"/> 300 USD	<input type="checkbox"/> 350 USD	<input type="checkbox"/> 350 USD
COS*	<input type="checkbox"/> 400 USD		

\* Kindly attach documents to the registration form.

\*\* Chinese Ophthalmological

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