

# Group Registration

## General information

Group registration may be processed for groups of 15 or more individuals.

The following policy applies to the registrations of groups:

- Group registrations are processed using a separate document (provided attached);
- The registration fees are the same as those applied to individual registrations;
- To process a registration, the participant's full mailing address and e-mail address has to be provided within the established deadline;
- Registrations of participants with the same address, e-mail address, or with the e-mail address of the group leader will NOT be accepted;
- The fee related to a cancellation will NOT be refunded;
- The e-mail confirmation of registration will be sent to the individual participant as soon as the registration is fully paid;

## Deadlines

<b>15 September</b>	<b>Registration:</b> The full details of the participants registered have to be informed. Unpaid registrations or registrations without the complete participant's details, are cancelled without refund. Name changes to existing groups can still be processed at no additional fees.
<b>From 15 September</b>	<b>Additional Registration:</b> From 15 September, further registrations to existing groups can be processed only as individual registrations, using the online registration form.

## Instructions

### 1. GROUP INFORMATION

Provide all information as per the the attached document.  
 (document can be requested to [helder.carvalho@abreu.pt](mailto:helder.carvalho@abreu.pt))

#### Group details

- Group Leader (GL) information
- Group information
- Billing invoice details

After the final deadline, the group will be considered as definitive and no further changes will be accepted. Please refer to the deadline table for more information.

# Group Registration

- The group will be created the moment the provided information is submitted to [helder.carvalho@abreu.pt](mailto:helder.carvalho@abreu.pt);
- A proforma invoice will be sent in the forthcoming days for the payment of the requested slots, as well as a separate document for participant's details.

## 2. PARTICIPANT'S DETAILS

The requested registrations will be entered on system as soon as the group is created.  
For every pre-booked registration, GL must provide the complete details of each participant according to the provided document:

### Participants details

- All fields are mandatory.

### IMPORTANT:

Pre-booked registrations without complete participant's details after the provided deadline will be cancelled without refund.

Changes to the participant's details will be possible at any time before the final deadline (14 September).

After the final deadline (14 September), no changes and no substitutions will be accepted.

Please refer to the deadline table for more information;

## 3. COMMUNICATIONS

The GL will receive e-mail communications related with the creation of the Group registrations.

The e-mail confirmation of registrations will be sent to the individual participant as soon as the registration is fully paid.

## 4. ACCESS DETAILS

Instructions on how to access the conference in virtual format will be sent by email to each participant.

### REGISTRATION SECRETARIAT

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