

registration fees without discount (20% VAT included)	DELEGATE BADGES (full access to the congress)		EXHIBITOR BADGES (partial access to the congress)	
	number of ordered physician badges / corporate badges	applicable discount	number of ordered exhibitor badges	applicable discount
> Physician badge (practicing doctor) -> 490€	over 10 badges	5%	over 10 badges	5%
	over 25 badges	8%	over 20 badges	8%
> Corporate Professional badge (industry representative, corporate individual, scientist, researcher) -> 490 €	over 50 badges	10%	over 35 badges	10%
	over 70 badges	15%	over 50 badges	15%
> Exhibitor badge -> 50 €	over 100 badges	20%	over 65 badges	20%

AS EASY AS 1,2,3 !

◆ WHAT is the purpose of the group registration?

To gather all registrations of companies who wish to purchase at least 10 badges under one platform.

◆ WHY should you register your participants through the group registration platform?

- > save time
- > take advantage of group registration discount: the more delegates and exhibitors are registered, the higher the discount rate!
- > take advantage of the early bird fee until the closing of the platform on Monday, December 16 (11:59 PM Paris time)
- > obtain one invoice per entity/company branch/business partner

◆ WHO is involved in the process?

The group registration Administrator of the company has the following duties:

- > coordinate the global group registration of the company
- > create registration lists for the branches, subsidiaries, distributors or any other entity wishing to invite participant(s) to the event -> one registration list per accounting entity should be created, as separate invoices will be issued
- > assign a Manager per registration list and follow up with all the Managers

The group registration Manager has the following duties:

- > register participants to his/her list
- > pay his/her own invoice corresponding to his/her list

◆ HOW to use the group registration platform?

1. Administrator opens the registration list(s), and assigns one Manager per list
2. Each Manager receives an email containing login/password and instructions to proceed
3. Managers fill in registration list(s) with their participants' details
4. When the deadline for modifications is reached - Monday, December 16 (11:59 PM Paris time) -> registration list(s) are automatically closed up
5. Each Manager receives an immediate automatic acknowledgement with the corresponding invoice attached
6. Payment should follow on our bank account within the following 72 hours
7. Managers can download all confirmation letters when the general amount due is cleared off in our bank account

◆ WHAT happens after the closing of the platform and WHAT are the methods of payment?

- > after closing of the platform, your list will be automatically validated and no badge modification will be possible on it. Each badge amendment will be charged (see below chapter)
- > the percentage of the discount is binding, which means that 1/ the company's Administrator holds the responsibility of getting all payment done at 100% and 2/ all Managers are benefiting from the same discount AT THE CONDITION ONLY that all payments are done on due time> credit cards, bank transfers, ALIPAY are accepted
- > should one of the Manager's invoice not be paid by the due date, then the whole discount benefit will be removed and all the Managers invoices will have to be paid with a discount placed at zero
- > credit cards, bank transfers, ALIPAY are accepted

◆ HOW can a registration be modified?

The part dedicated to the update of the badges already registered will be available after the closing of the platform. The following badge changes will be subject to charge (30€ per change - 20% VAT included):

- > name misspelled
- > wrong specialty - country - email
- > changing the registration from one participant to another (pay attention that your new participant can be entitled to the badge type, otherwise the change won't be validated)

The changes will be achieved only after the general amount due has been cleared off in our bank account (credit cards, bank transfers and alipay are accepted). After reception of the payment, the updated confirmation letter will be ready for download on the platform.

◆ WHAT ABOUT data protection and privacy policy?

AOP follows the General Data Protection Regulation (GDPR), the European privacy legislation that ensures the protection of personal data. It provides transparency concerning the collection, use and processing of data. For more information, please refer to: <https://www.aopcongress.com/en/exhibit/aop-paris-2020/sponsor-beta/faq#question-7-3>

To communicate with any participant, AOP needs to process the following personal data:

- > Full name for issuing confirmation letter and the badge
- > Email address to send mandatory congress information (confirmation letter, evaluation process, certificate of attendance, etc.)

Therefore, you are asked to provide such information for each participant you register.

For more information about how AOP follows the GDPR, please refer to:

<https://www.aopcongress.com/en/exhibit/aop-paris-2020/sponsor-beta/faq#question-7-4>

As the registrant, you have to make sure that you are allowed to share the data of each participant by obtaining the necessary consents.

◆ NOTA

- > Personal information (specialty - email - country) of the participants is mandatory and must be recorded for each one of them in order to avoid double registration and to send the certificates to the participants after the congress
- > Discounts are not applied on badge options
- > Should you need to purchase a badge that is not available on the group registration platform (only physician, corporate professional and exhibitor badges can be purchased on the group registration platform), please directly proceed on the online registration:
<https://www.aopcongress.com/en/registration-new/aop-paris-2020/badge/16745421> -> see below the registration fees

BADGES	BADGE ACCESS (check on imcas.com)	FEES in euros (early bird fees until December 5)
"ALL INCLUSIVE" PASS - PHYSICIAN (physician only)	full	890 (after early bird: 990)
PHYSICIAN (practicing doctor)	full	490 (after early bird: 590)
PHYSICIAN (resident or fellow)	full	190
ORTHOPTIST	full	120 (after early bird: 220)
CORPORATE PROFESSIONAL (industry representative, corporate individual, scientist, researcher)	partial	490 (after early bird: 590)
MEDICAL OFFICE STAFF (non-physician, treating patients in a medical environment)	partial	120 (after early bird: 220)
OPTIONS	ADDITIONAL INFORMATION	FEES in euros
Lunch	Enjoy a delicious lunch in the congress venue at a great value (30€ for 2 days).	30
Labs	Join our labs and get familiar with machine settings, operating microscopes, ophthalmic microsurgical instruments, and much more.	Check online registration form for pricing and topics
Yo Lounge	Come and meet the Young Ophthalmologists community in this VIP lounge which offers: complimentary hot and cold beverages, sweet and salty snacks / seating & lounge area / free wifi	60
IMCAS ACADEMY DISCOVERY OFFER	12-month subscription to IMCAS' e-learning platform	290
SIMULTANEOUS TRANSLATION	> English to French > French to English	30

based on V8_26092019

Force majeure

The event may be moved to a different date, cancelled altogether or the time frame changed as a result of incidents beyond anyone's control, extenuating circumstances out of the control of AOP (such as but not limited to general strike, invasions, hostilities, war, rioting or similar situations which prevent performance of the contract) or acts-of-God (such as but not limited to epidemics, floods, volcanic eruption, earthquakes or other convulsions of nature and other acts). The registration remains binding in the event of a time change or extensions or because of a cancellation caused by, or resulting from, directly or indirectly a Force Majeure (as such term is defined in the preceding sentence). The registrant has no right to regress if the event has been moved to a different date, a different time frame or cancelled entirely as set forth herein.

Thank you and welcome soon to AOP CONGRESS 2020!

Please do not hesitate to contact our Group Registration Department for any further information you may require: groupregistration@aopcongress.com