**GROUP Registration Form**

**Please return this form to:**

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| **ICOM 2019 Congress Secretariat**  c/o K.I.T. Group GmbH, Kurfürstendamm 71, 10709 Berlin, Germany Tel: +49 (0) 30 246 03 252, Email: icom2019@kit-group.org |

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| **Contact and Invoice Details of the Group Manager** |

\* This information is mandatory and must be provided

Title □ Mr. □ Mrs. □ Mr. □ Dr. □ Prof

Last Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender\*: □ Female □ Male

Company/Institution/Agency\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street / P.O. Box\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip code\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Province / State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT / PO Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (country code): \_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile (country code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are an agency, registering on behalf of a company / institution, please indicate the name of this company / institution:

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| **Full Registration Fees** |

All registration fees are exempt from Japanese VAT.

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| **Participant Type** | **No. of Registrations** | **Early Bird Fee until  30 April 2019, 24.00 CET** | **Regular Fee until 31 August 2019, 18.00 CET** |
| ICOM Members Country 1&2\* | \_\_\_\_\_ | * 43.000,00 JPY | * 56.000,00 JPY |
| ICOM Members Country 3&4\* | \_\_\_\_\_ | * 31.000,00 JPY | * 43.000,00 JPY |
| Non-Members | \_\_\_\_\_ | * 56.000,00 JPY | * 68.000,00 JPY |
| Students\*\* | \_\_\_\_\_ | * 31.000,00 JPY | * 37.000,00 JPY |
| Accompanying Persons  *access to opening and closing party as well as social events only* | \_\_\_\_\_ | * 31.000,00 JPY | * 37.000,00 JPY |

*\*ICOM Membership number must be provided  
\*\*Proof of student status must be provided before the next upcoming deadline.*

The registration fee for participants includes admission to keynote and committee sessions, the exhibition, the Opening and Closing Ceremony as well as the social events. The Opening and Closing Ceremony and Reception will be automatically booked for all full registrations. If any of your group members are not able to attend, please inform the ICOM KYOTO 2019 Congress Secretariat.

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| **Day Passes** |

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| **Day** | **No. of Registrations** | **Early Bird Fee until  30 April 2019, 24.00 CET** | **Regular Fee until 31 August 2019, 18.00 CET** |
| 2 September 2019 | \_\_\_\_\_ | * 10.000,00 JPY | * 10.000,00 JPY |
| 3 September 2019 | \_\_\_\_\_ | * 10.000,00 JPY | * 10.000,00 JPY |
| 4 September 2019 | \_\_\_\_\_ | * 10.000,00 JPY | * 10.000,00 JPY |

The registration fee of Day Pass includes admission to the congress and events held on the day of the day pass. A maximum of two day passes can be purchased per participant. Participants who wish to attend three or more days are requested to opt for a full registration.

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| **General Information** |

**Letter of Invitation**

Official Letter of Invitation can be requested from the ICOM KYOTO 2019 Congress Secretariat. To receive a Letter of Invitation, attendees must be registered to the Congress and submit payment in full.

The Letter of Invitation does not financially obligate the congress organisers in any way. All expenses incurred in relation to the conference are the sole responsibility of the attendee.

**Name Lists**All name lists must be completed with the mandatory information and sent to the ICOM KYOTO 2019 Congress Secretariat by the next upcoming deadline. Names not received in time will be changed to the next higher fee. The ICOM KYOTO 2019 Congress Secretariat has the right to refuse any lists which are not fully completed.

**Communication with Group Members**  
It is the responsibility of the group manager to share all relevant congress communication with the group members including registration confirmations and invitation letters, if requested.

**Please also carefully review the group booking procedure.**

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| **Payment Details** |

Payment should be made in JYP and made out to K.I.T. Group. Personal cheques and Eurocheques are NOT accepted. Please indicate your method of payment below. Please indicate your group number on all money transfers, to ensure efficient handling.

**Bank transfer payment -** Payment by bank transfer is only possible until 1 August 2019, 24:00 CET.

You will receive an email with the bank details and an official payment order.

All costs have to be covered by the ordering customer. Please indicate "free of charge for the receiver account" on all payments. ONLY PAYMENTS THAT REACH K.I.T. GROUP IN FULL WILL BE ACCEPTED.

**Credit card payment**

You will receive a link to make the payment online via a secure payment gateway.

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| **Privacy / Terms and Conditions** |

By signing this form, I agree that all data provided for myself and my group members may be used (saved, stored, processed, transmitted and deleted) and shared with partners/suppliers in compliance with the Privacy Policy to allow for my booking(s). Furthermore, my data may be shared with the host society.

I agree

I disagree

I have read and understood the registration Terms & Conditions\*

*If none of the above boxes have been checked, it will be assumed that your authorisation has been granted.*

Place, Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_