

# Register

[REGISTER FOR THE WEBCASTS HERE](#)

## REGISTRATION OPENING HOURS:

The onsite registration desk will be open at the venue hotel Holiday Inn Munich – City Center, during the following hours:

Date	Time
Tuesday, 12 September	12:30 – 20:00
Wednesday, 13 September	08:30 – 19:30
Thursday, 14 September	08:00 – 13:30

## REGISTRATION FEES (in EUR)

Fees apply to payments received prior to the indicated deadlines.[supsysic-price-table id=12]

**The deadline for regular rate registration has been extended until 07 September.**

The registration fee in the category Resident/ Fellow/ Student will remain 720 EUR until the start of the Conference as a means of supporting aspiring scientists in the early stages of their careers.

\*Resident/Fellow/Student: In order to benefit from the special fee, a submission of your status confirmation (approval letter signed by the Head of Department or copy of your status ID) must be uploaded during the online registration.Groups of 3 or more participants with full registrations can benefit from registration discounts.

For more information, please contact us at [reg\\_icle23@kenes.com](mailto:reg_icle23@kenes.com).

## **FEES FOR ALL CONFERENCE PARTICIPANTS INCLUDE:**

- Admission to all scientific sessions and poster area
- Admission to the commercial exhibition
- Certificate of attendance
- Refreshments as per the breaks in the program

## **PAYMENT METHODS:**

Payment of registration fees must be made in EUR after completing the registration process. You may choose one of the following methods:

**Credit Card:** i.e. Visa, MasterCard or American Express

**Bank Transfer:** Additional EUR 30 handling fee is required.

**Please make drafts payable to:**

Account name: ICLE 2023, Munich

Credit Suisse Bank, Geneva Branch, 1211 Geneva 70, Switzerland

Clearing number: 4835

Account number: 1500934-92-513

IBAN number: CH35 0483 5150 0934 9251 3

Swift code: CRESCHZZ80A

- Please ensure that the name of the conference and participant are stated on the bank transfer.
- Bank charges are the responsibility of the participant and should be paid at source in addition to the registration fees.
- Registration will only be valid upon receipt of the full payment by the registration department according to the deadline indicated. An email confirming registration will only be sent after receipt of the required fees.

- Outstanding payments will be collected on-site and charged the on-site rate. A copy of the bank transfer (or other proof of payment) will be required in the event that registration fees were not credited to the Conference account on time.

## **CANCELLATION POLICY**

All cancellations must be emailed to [reg\\_icle23@kenes.com](mailto:reg_icle23@kenes.com) prior to the below deadlines. Refund of the registration fee will be as follows:

**Cancellations received until and including May 17, 2023 – full refund**

**Cancellations received between May 18, 2023 to August 23, 2023 – 50% will be refunded**

**From August 24, 2023 – no refund will be made**

Note, in case of cancellation at any stage, Bank transfer handling fee (30 EUR) will not be refunded – applicable to Bank Transfer payments only.

## **GUEST ATTENDANCE POLICY**

All event activities (including educational sessions, meal functions, exhibition hall, etc.) are exclusively reserved for registered attendees. Non-registered guests (including children, family members, colleagues, etc.) are not allowed in any of the event areas. Badges provided at registration are required for entrance into all functions and will be strictly enforced.

## **ICLE 2023 REGISTRATION DEPARTMENT**



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