

## Group Registration Information

Group Registrations can be made for 8 or more persons, via the online registration system. To request a group log-in ID and password, please email the following information to [hivglasgow@ashfieldhealth.com](mailto:hivglasgow@ashfieldhealth.com) :

Agency Name	
Agency Contact Name	
Email address	
Telephone Number	
Agency Address:	
Client Name (sponsor Name Inc Country/Global)	
Anticipated number of registrations (face-to-face)	
Anticipated number of registrations (virtual)	
Do you require any information on group accommodation availability?	

Once the above information is received, you will be issued with a group registration ID, password and instructions of how to purchase the registrations and provide the delegate names. The following details for each registration will be required when providing names: Title, First Name, Last Name, Institution, Country, Telephone, E-mail address of the individual, Registration Type – Virtual or Face-to-Face.

### Registration Fees\*\*

Registration	Deadline	Full Price GBP – Inc. of VAT @20%
Early registration fee (face-2-face)	Up to 20 May 2022	£550.00
Early registration fee (virtual attendance only)	Up to 20 May 2022	£200.00
Mid registration fee (face-2-face)	Up to 31 August 2022	£610.00
Mid registration fee (virtual attendance only)	Up to 31 August 2022	£250.00
Late registration fee (face-2-face)	Up to 14 October 2022	£735.00
Late registration fee (virtual attendance only)	Up to 23 October 2022	£300.00

**\*\*In compliance with the EFPIA code no pharmaceutical company or their representative agency is able to register any accompanying person.**

Delegates paying the full registration fee (face-to-face) will receive:

- Access to all scientific sessions
- Access to the scientific poster display and exhibition
- Coffee and lunch on Sunday 23 October 2022 through to Wednesday 26 October 2022, inclusive
- Welcome reception on Sunday 23 October 2022
- Access to the virtual portal for on-demand content
- Access to the virtual portal for poster viewing (available from Thursday 27 October 2022 where available)

Delegates paying the full registration fee (virtual) will receive:

- Access to all scientific sessions via the virtual portal (live and on demand)+
- Access to the virtual exhibition
- Access to the virtual portal for on-demand content
- Access to the virtual portal for poster viewing (available from Thursday 27 October 2022 where available)

+Please note that several case study sessions will not be made available in the live portal, however, will be available on demand at the end of each day.

**Cancellations:** Provided that written notice of any cancellations are received by the Organising Secretariat by 31<sup>st</sup> August 2022, registration fees will be refunded (Via the same means by which you made payment) less a £100.00 administration charge. No refunds can be made for any cancellation after this date.

**Names:** You can purchase registrations and provide names at a later date within the relevant purchase period. After this date, if you have not provided the names, the registration fee will increase from the early registration fee to the standard registration fee or the late fee (if after 31 August 2022) as listed above.

**Name Changes:** Any changes to a confirmed registration made after the relevant purchase deadline date (over and above 10% of your total group) will be subject to an administration fee of GBP£100.00 per name change.

**Swopping delegate types:** It is possible to change the delegate registration fee from Face-to-face to Virtual and vice-versa. If switching from a virtual fee to a face-to-face fee, the difference in the registration fee will become payable. If switching from a face-to-face fee to a virtual fee, a refund will be given on the fee difference, less an administration fee of £100, valid until 31<sup>st</sup> August 2022, after this time, swops can be made, but no refund given.

**Insurance:** The registration fees do not include the insurance of participants against personal accidents, sickness, cancellations by any party, theft, loss or damage to personal possessions. Participants are advised to take out adequate personal insurance to cover travel, accommodation, cancellations, medical and personal items.

**Certification of Attendance:** All registered participants will be given the option to download their certificate of attendance whether registered for onsite, online/on-demand.

**Payments:** Invoices can be downloaded from the registration portal. Please note that payments must reach us by the registration deadlines given above to qualify for specific rates. Payments can be made via credit card (VISA, Mastercard and AMEX) via the registration portal or by bank transfer. Bank details are below:

- **Account Holder:** Ashfield Health Ltd.
- **Bank:** National Westminster Bank plc
- **Branch:** Charing Cross Branch, 6 Grange Road West, Charing Cross, Birkenhead, CH41 4DF
- **Sort Code:** 600507
- **Account No:** 15842134
- **SWIFT BIC:** NWBKGB2L
- **IBAN:** GB94NWBK60050715842134

Please ensure your bank transfer request includes your group name and group registration ID number in order for your payment to be identified. A duplicate or a photocopy of the transfer order issued by the bank must be emailed to [hivglasgow@ashfieldhealth.com](mailto:hivglasgow@ashfieldhealth.com). Any bank charges incurred are to be paid by the sender. The sender's full name and address should be clearly indicated on the transfer order, as well as the payment details.

**Group Badge Collection:** This will be offered to all groups wanting to collect their badges in advance of the Congress and will be available on Saturday 22 October 2022 (PM). All group leaders will be contacted 1 month prior to the congress to book their slot should this want this service.

**Contact:** For any further information on Group Registration please contact:

HIV Glasgow Congress  
c/o Ashfield Health Ltd.  
Victoria Mill, Windmill Street, Macclesfield, Cheshire SK11 7HQ, UK  
Tel: +44 (0) 141 674 9540  
Email: [hivglasgow@ashfieldhealth.com](mailto:hivglasgow@ashfieldhealth.com)