



## REGISTRATION POLICY

Registrations should be made using the online registration form. Alternatively, you may send a completed registration form (pdf) to the Technical Secretariat with proof of payment by bank transfer or credit card authorization.

### PERSONAL INFORMATION

(\*)First name (\*\*)Last name Passport/DNI

(\*) Postal address

(\*\*) Phone number

(\*) Post Code

(\*) City

(\*) Country

(\*) E-mail

If you have special dietary needs (vegetarian, celiac, etc.) please write it down here:

### REGISTRATION FEES

Tipos de inscripción	Early bird Rate Until March 12, 2024	Regular registration March 13, 2024 – June 17, 2024	Late/On-site registration June 18, 2024 – July 27, 2024	
<b>REGULAR REGISTRATION</b>				
HIGH-INCOME ECONOMIES <sup>(1)</sup>	500€	600€	720 €	<ul style="list-style-type: none"> <li>• 21% VAT included</li> <li>• <sup>(1)</sup> Full information is available on the World Bank web. Attendees from upper-middle and low-income economies will have to send a copy of their document of their current place of residence</li> <li>• <sup>(2)</sup> Students will have to send a copy of their student card (or proof of the student status) by e-mail to: <a href="mailto:registrations@ibcmadrid2024.com">registrations@ibcmadrid2024.com</a></li> </ul>
UPPER-MIDDLE-INCOME ECONOMIES <sup>(1)</sup>	350€	420€	504 €	
LOW-INCOME ECONOMIES AND LOWER-MIDDLE-INCOME ECONOMIES <sup>(1)</sup>	250€	300€	360 €	
<b>STUDENTS</b>				
HIGH-INCOME ECONOMIES <sup>(1)(2)</sup>	200€	240€	288€	
UPPER-MIDDLE-INCOME ECONOMIES <sup>(1)(2)</sup>	160€	200€	240€	
LOW-INCOME AND LOWER-MIDDLE-INCOME <sup>(1)(2)</sup>	130€	160€	190€	
<b>ONE-DAY REGISTRATION</b>	180€	216 €	259 €	
<b>ACCOMPANYING PERSON</b>	180€	216 €	259 €	

**Nomenclature section**

If you will be attending the Nomenclature section as an in-person delegate, you must check this box and pay at least a one-day registration fee if you are not attending the main IBC sessions, or a full delegate registration fee if you are.

### ENTITLEMENTS

#### Full delegates/students

- Admission to scientific sessions
- Admission to Opening Ceremony and welcome reception
- Admission to Nomenclature section (registration essential)
- Presentation of up to two papers (oral or poster)
- Congress documentation
- Identification badge
- Conference bag
- Admission to posters and commercial exhibition area
- Book of abstracts, in PDF (printed version requires pre-order, no later than June 1, 2024)
- Certificate of Attendance
- Coffee Breaks (morning and afternoon except Wednesday afternoon)

#### One-day registration

- Admission to scientific sessions
- Admission to Nomenclature section (registration essential)
- Congress documentation
- Identification badge
- Conference bag
- Admission to posters and commercial exhibition area
- Book of abstracts, in PDF (printed version requires pre-order, no later than June 1, 2024)
- Certificate of Attendance
- Coffee Breaks (morning and afternoon except Wednesday afternoon)

**Note that a one-day registration is not valid for presenting a paper or organizing a symposium. You must be registered as a full delegate or student to present a paper (oral or abstract) or organize a symposium at IBC.**

#### Accompanying person registration

- Admission to Opening Ceremony and welcome reception
- Admission to posters and commercial exhibition area
- Coffee Breaks (morning and afternoon except Wednesday afternoon)

Tickets for additional services (Gala Dinner, lunch box and others) will soon be available for purchase via your private area.

### METHOD OF PAYMENT

By **bank transfer** (It is essential that you send a copy of the transfer receipt indicating the name of the event).

**Bank:** Santander

**Account holder:** Fase 20 S.L.

**IBAN:** ES70 0049 6729 2623 1623 4794

**BIC/SWIFT:** BSCHEM33XXX

**Address:** Gran Vía de Colón 3 1ª PLTA, 18001, Granada, Spain

Via **credit card:** In this case you must submit:

**Card type:** VISA MASTERCARD

### NOMENCLATURE SECTION

The Nomenclature section will be held at the Villanueva Pavilion, Real Jardín Botánico (CSIC), Madrid, from July 15 to 19, 2023, the week preceding the main sessions of the IBC. To participate in the Nomenclature section, you must pay at least the one-day registration fee and be sure to check the Nomenclature section box when you register for the IBC.

### PROCEDURES

Registrations should be completed through the Congress website. Alternatively, you may submit a completed registration form with a bank transfer receipt or credit card authorization form to the Technical Secretariat. Registration forms can be downloaded from the Registration section of the website.

The name of the person registering may be changed until July, 1 2024. After that date, no changes will be allowed and registrations will not be transferable.

To request an invoice, please specify in the comments section of the registration form provide the following billing information: CLIENT NAME, ID / TAX ID and address.

Once you are registered, you can access your personal area with the username and password information you will have received in your email and check the services you have purchased. If you do not remember your login information you can request it at [registrations@ibcmadrid2024.com](mailto:registrations@ibcmadrid2024.com)

### CANCELLATION POLICY

All cancellations must be requested in writing by sending an email to the following address, specifying the registration to be cancelled: [registrations@ibcmadrid2024.com](mailto:registrations@ibcmadrid2024.com)

- Cancellations received before March 7, 2024: 75% of the registration fee will be reimbursed, discounting 25% for administrative expenses.
- Cancellations received between March 8 and May 14, 2024: 50% of the registration fee will be reimbursed
- Cancellations received after May 15, 2024: registration fee will not be reimbursed resulting in 100% loss of the registration fee.

#### Credit card number:

**Account holder:**

**Expiration Date:** / /

**NOTE:** Transfer/Currency exchange costs which may come up from these transactions must be covered by the delegate.

If you need an invitation letter, you can request it at the following email:

[registrations@ibcmadrid2024.com](mailto:registrations@ibcmadrid2024.com)

Date: / /

Signature

By checking this box I consent to the processing of my data for the sending of information about this, and other events organized by FASE 20 S.L. as described in this document. By signing this document, I declare that I have been informed accordingly in regard to the processing of my data. In accordance with the provisions of the European Data Protection Regulation 2016/679, we inform you that the data and information you provide us through this means will be treated by FASE 20 S.L. with TAX ID B-18093591 and official address in C/ Narváez, 15, 1ª Izda. 28009, Madrid, for the purpose of making effective the registration and reservation of accommodation, and to receive information of various kinds at the email address you have given us related to the acts to be carried out during the Congress to which you have requested to be registered in. The data provided will be kept as long as its original owner does not request its cessation and will not be transferred to third parties, except in cases where there is a legal obligation. You have the right to access your personal data, request to correct inaccurate data, or request its deletion when the data is no longer necessary for the purposes that were collected, as well as any rights recognized in the GDPR 2016/679, by contacting the following email address: [rgpd@fase20.es](mailto:rgpd@fase20.es) You may find more information on data protection policy on our website: <https://ibcmadrid2024.com/>