**Group Registration**

Thank you for participating in the IFFAS 2024 Seoul, Korea.

For more information, please read the guidelines below.

If you have further queries, please email to reg@iffas2024korea.com

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| **PROCESS** |
| The group registration process is valid for a **minimum of 10 delegates**.  In order to facilitate your group registration, please fill out the form at the end of this document and return by email to: reg@iffas2024korea.com   |  |  |  | | --- | --- | --- | | **Step 1** | **Step 2** | **Step 3** | | Individual Registration | Group Registration Form Submission | Group Payment |  1. All participants must complete their sign-up and registration process in advance before group registration. (The registration number given to the individual after the registration must be written on the application form.) 2. Group registration is **only available for Bank Wire Transfer** (card payment is not allowed). Please note that the bank remittance charges are to be paid by the registrants. 3. After the preliminary procedure is completed, select a representative, and the representative needs to fill out the group registration application form and send it to the secretariat.   Email: [reg@iffas2024korea.com](mailto:reg@iffas2024korea.com) **Bank wire transfer**, the secretariat will send the representative an account number along with the amount required to be paid. (The representative must send the remittance confirmation receipt to the secretariat, and the final registration process will be completed after the secretariat confirms payment.) |
| **Group Registration Policy** |
| Please see below the various rules and regulations that apply to group registration:   * Group registration is eligible **for international participants**.   (Domestic participants cannot be included or apply.)   * For group registration, the total amount for all members needs to be paid   at one time by one representative.   * Fees incurred during payment are the responsibility of the sender. * The Secretariat will not accept group registration from a week before the event. *(From May 24)* * Changing a member of the group after application will only be accepted   up to one month before the event (*Until April 30)*.  And the representative must inform the secretariat by e-mail.   * **After completing the group registration, individual cancellations and refunds of the group registrants are not possible.**   (Entire group registration cancellation is possible only.)  However, if it is determined that it is impossible for a participant to participate on-site due to  an issue such as COVID-19 individual cancellation is possible after confirmation by the secretariat. |

**Group Registration Form**

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| **Applicants Representative’s Information** | | | | | |
| Name | | First Name | |  | |
| Last Name | |  | |
| Affiliation/Organization | | | |  | |
| Registration No. | | | |  | |
| Email Address | | | |  | |
| Mobile Number | | | |  | |
| Country (Residence Basis) | | | |  | |
| **Registrants’ Information** | | | | | |
| No | First Name | | Last Name | | Registration No. |
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| 10 |  | |  | |  |

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