



# Flow

## REGISTRATION FORM

Please return this form to OIC Group  
by 21 December 2017

Please contact [registrationEDGE@oic.it](mailto:registrationEDGE@oic.it) with any questions regarding registration.

### MAIN PERSONAL INFORMATION

Please complete this form for ONE participant in block letters.

Prof  Dr  Mr  Mrs  Ms  Miss  male  female

Last name \_\_\_\_\_ First name \_\_\_\_\_

Company Name \_\_\_\_\_ Job Title \_\_\_\_\_

Length of time in the industry \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone Number \_\_\_\_\_

### PARTICIPANT INFORMATION

Postal Address \_\_\_\_\_

Postal code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

E-mail address (mandatory) \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Passport Number or Fiscal Code (fiscal code for Italian participants only) \_\_\_\_\_

Date, City and Country of birth \_\_\_\_\_

**BILLING ADDRESS** (if different from postal address)

**Please send receipt of payment/invoice to:**

(address, zip code, city, country)

Fiscal License ID / VAT (mandatory for company registrations) \_\_\_\_\_

I would like to receive the invoice:  by email as a PDF file - or -  hard copy by post

Additional cultural/educational activities\* will take place in Florence and the surrounding area immediately following the event's conclusion (**during the afternoon of Wednesday, January 17<sup>th</sup>**).

If you would like to participate please indicate your preferred cultural/educational activity:

- 5 Senses of Florence, a trip to a historic perfume boutique
- Wine Tasting Experience
- Luxury Shopping Outlet Trip

*\*Please note that all Post EDGE Activities will conclude by 19.00. There is no additional fee to participate.*

I would like to be placed on the IAPCO general database to receive copies of The PCO and other IAPCO information.

- Yes, keep me updated!
- No, thank you.

Industry Sector details (tick box)

- PCO / Meeting Planner
- DMC
- Hotel
- Association
- Corporate Company / Pharma or Medical Device Company
- National Tourism Body / Convention Bureau
- Other (please specify) \_\_\_\_\_



Please repeat your Surname \_\_\_\_\_ Name \_\_\_\_\_

Please select any special requirements you may request during the conference:

- None  
 Wheelchair access  
 Sign language interpreter  
 Assistive listening device  
 Large print materials  
 Other \_\_\_\_\_

Twitter account username (ex: @OICGroup) \_\_\_\_\_

#### Registration Fees

The Registration fee includes:

- Attendance to all seminars and all materials
- Exclusive networking opportunities with faculty and industry leaders
- Lunch and coffee/tea breaks (Days 1-3)
- Welcome reception (Day 1)
  - Yes, count me in!
  - No, thank you.
- Gala Dinner and post-dinner social event (Day 2)
  - Yes, count me in!
  - No, thank you.
- Optional cultural activities during the afternoon of Day 3

Please describe any dietary restrictions or special needs

- None       Vegetarian       Kosher  
 Gluten-free       Vegan       Other (please specify) \_\_\_\_\_

#### REGISTRATIONS

REGISTRATION CATEGORY	EARLY Until December 5, 2017	LATE From December 6, 2017
<b>IAPCO Member</b>	€ 790	€ 890
<b>NON IAPCO Member</b>	€ 880	€ 970

Registration fees are in Euro (Italian VAT 22% included). The registration fee will be adjusted according to the current VAT charge alignment.

#### PAYMENT AND CANCELLATION CONDITIONS

Any change or cancellation requests must be officially submitted in writing by fax or email to O.I.C. Srl - Fax +39 055 50 35 230, E-mail registrationEDGE@oic.it.

For cancellations received by December 20, 2017 the paid amount will be refunded with a deduction of 70% as penalty charge. No refund will be made for cancellations received after December 20, 2017.

Should you have any special requests for the processing of your invoice, kindly let us know when submitting your registration form.

Offline registrations and requests of pro-forma invoice sent by fax or mail are subject to **an additional € 19,00 administration charge.**

Any modification on VAT number or address, requested after the issuing of the invoice **incurs a € 39,00 handling fee.**

Name **changes incur a handling fee of € 39,00 per registration.**



# Flow

Please repeat your Surname \_\_\_\_\_ Name \_\_\_\_\_

## HOTEL RESERVATION

The hotel of choice for IAPCO EDGE Florence is the Grand Hotel Baglioni. The Grand Hotel Baglioni is a four-star hotel located in the heart of Florence and has been synonymous with hospitality and quality for over 100 years. It is housed in a magnificent 19th-century building, in which past and present coexist in perfect harmony, representative of the values inherent to Florentine tradition.

The hotel offers all the comforts and amenities of a top-quality hotel while maintaining Florentine charm and décor. Guests particularly enjoy the splendid panoramic rooftop restaurant and where you can take in some of the most breathtaking views over the rooftops of Florence.

- Guaranteed excellent room prices
- Strategic location for the event! Just roughly 5 minutes walking from Florence's central train station as well as the IAPCO Edge Florence venue. All other points of interest within the city can also be easily reached on foot!
- Amazing panoramic views over the city (enjoy breakfast with some of the most spectacular views in Florence)
- Maximize networking and relationship building with other EDGE participants from breakfast onwards by being in the same hotel



Prepayment of the total amount due for the accommodation cost is requested upon confirmation of booking. Payments can be finalised by credit card or by bank transfer up until 14 November 2017 at the latest. OIC will issue an invoice and a voucher will be sent out as confirmation.

The indicated room/night rates are only applicable for reservations made through Organizing Secretariat OIC, and received by **5 December 2017** at the latest; after this date the Organizing Secretariat OIC can not guarantee the same rates.

Date of arrival \_\_\_\_\_ January 2018

Date of departure \_\_\_\_\_ January 2018

Smoking room  Non-smoking room

Arrival after 18.00  yes  no

GRAND HOTEL BAGLIONI <i>Piazza Unità Italiana, 6 Walking distance (5 min) from the congress venue</i>	Cost per room per night	Length of stay	TOTAL
<b>Double room for single use</b>	€ 140	_____ nights	€ _____
<b>Double room</b>	€ 160	_____ nights	€ _____

Hotel rooms are subject to availability and will be allocated on a first come, first served basis.

Prices in Euro, including breakfast and 10% Italian VAT.

Local city tax € 4,50 per person per night - payable upon check out

## CANCELLATIONS AND REIMBURSEMENT

Any change or cancellation requests must be officially submitted in writing by fax or email to O.I.C. Srl - Fax +39 055 50 35 230, E-mail [registrationEDGE@oic.it](mailto:registrationEDGE@oic.it).

*Please note that hotels will not accept any changes or cancellations directly.*

In case of cancellation the paid amounts will be refunded as follows:

**Up to and including 14 September 2017:** only € 25,00 will be withheld for administrative charge only.

**From 15 September to 14 November 2017 inclusive:** one night cost will be withheld as cancellation charge.

**From 15 November to 5 December 2017 inclusive:** the paid amount will be refunded with a deduction of 70% as cancellation charge.

**From 6 December 2017:** no refund will be made for cancellations, changes, no shows and reduction of stay duration.



# FLOW

Please repeat your Surname \_\_\_\_\_ Name \_\_\_\_\_

## SUMMARY

Registration Fee € \_\_\_\_\_  
Administrative charge € 19,00  
Name change fee (if applicable) € \_\_\_\_\_  
Hotel reservation € \_\_\_\_\_  
**TOTAL TO BE PAID** € \_\_\_\_\_  
(including administrative charge)

## PAYMENT

Please charge the following credit card:

VISA                       MASTERCARD                       AMERICAN EXPRESS

Card no. \_\_\_\_\_ Expiration date \_\_\_\_\_

CVV2/CVC2 (required) \_\_\_\_\_  
(last 3 digits on the reverse side of VISA/MASTERCARD - 4 digits on the front of AMERICAN EXPRESS)

Cardholder's name \_\_\_\_\_  
Notice for VISA/MASTERCARD Credit Card Holders: an additional 3% handling fee will be applied by VISA for payments made by Credit Card outside the Eurozone

### Payment by bank transfer:

Account name: OIC srl  
Bank: Cassa di Risparmio di Firenze, Ag. 1, Viale Matteotti 20r, 50132 Florence, Italy  
IBAN Code: IT39 S061 6002 8010 0001 0628 C00 – SWIFT Code: CRFiiT3F

No charges to the recipient for the bank transfer service.  
A copy of the bank transaction must to be sent together with the registration form to OIC Srl by fax or e-mail.  
The sender's full name and address must be clearly stated in the transfer order as well as the payment.

## IMPORTANT NOTICE

Registrations are considered valid only after receipt of payment.  
Forms without proof of payment will not be processed.

### Letter of Invitation (for Visa Application)

To request a visa invitation letter please send an e-mail to OIC at registrationEDGE@oic.it  
**Only participants fully registered in the congress can obtain a personal invitation letter and only once the full payment of the registration fee is received.**

Relevant expenses for hardcopy of the invitation letter sent by express courier must be paid the in advance.  
Please note that the visa invitation letter only aims to assist participants who need to obtain a visa or permission to attend the Congress and it is not a commitment from the organizers to cover any kind of expenses or to provide any financial support. All expenses incurred in relation to the conference remain the sole responsibility of the participant.

#### Visa requirements

It is the sole responsibility of the participant to procure the necessary visa to attend the seminar. Participants should contact the Italian Embassy or Consulate in their home country as soon as possible to determine their particular visa requirements. Should a visa be required, the participant should initiate the application process at least 3 months prior to departure. OIC Group is not able assist participants with their visa application and cannot intervene with Embassies or Consulates on behalf of any participant.

**DECLARATION – According to the Italian Law Art. 13 d.Lgs. 196/2003, I authorize OIC srl to use my personal and sensitive data only for purposes connected to the event management**

I agree

**I authorize OIC srl to use my data for marketing purposes, and to send me promotional and advertising communications and information about event activities.**

Yes                       No

Date \_\_\_\_\_

Signature \_\_\_\_\_