

**ICOM 25th General Conference
Museums as Cultural Hubs: The Future of Tradition
1-7 September 2019, Kyoto, Japan**

GROUP REGISTRATION PROCEDURE

We are pleased to send you the detailed information regarding the group registration procedure for ICOM KYOTO 2019.

The procedure for group bookings is as follows:

- Please register your group using the official group booking form as well as an excel template for the name list, provided by the ICOM KYOTO 2019 Congress Secretariat (Congress Corp and K.I.T. Group).
- With the booking form, you can book the required number of registrations and will then receive a proforma invoice for your group booking.
- **All names must be processed using these official documents. No exceptions can be made.**
- After receipt of the full payment and completed name list, as well as any proofs required to verify a student status, you will receive your group confirmation along with any invitation letters which you may have requested.

The official terms & conditions for registration are fully applicable to all participants registered under the group registration.

Deadlines, Payments and Cancellations

Deadlines for the submission of participant data:

Please note, that all names must be sent to the ICOM KYOTO 2019 Congress Secretariat using the official documents by the next upcoming registration deadline (30 April 2019 for Early Bird and 31 August 2019 for Regular). If the names and mandatory participant information are not provided on time, the next higher registration fee will automatically apply. A registration is not complete until the mandatory participant details, proofs of status for those delegates registered in the discounted special rate category and the full payment are received. **If the names, proofs and full mandatory information are not submitted on time, the registrations cannot be cancelled free of charge. The details can be submitted at a later stage and the next higher registration fee will apply OR the registrations can be cancelled in accordance with the cancellation conditions.**

- Early Bird Registration Deadline: **30 April 2019 24:00 JPT** (after this date the regular fee will be charged if the participant details have not been fully submitted).
- Standard Registration Fee Deadline: **31 August 2019 18:00 JPT** (after this date the onsite fee will be charged if the participant details have not been fully submitted).

For names submitted after this deadline the difference between the initial registration rate and the current rate will have to be settled before processing the registration.

Payments:

- All payments must be received before the next deadline, otherwise the next higher registration fee will automatically apply.
- All payments must be received before the start of the Congress, otherwise the participant badges will not be handed out.

Cancellations:

- All cancellations must be sent in writing to the ICOM KYOTO 2019 Congress Secretariat by email or fax.
- **If the names, proofs and full mandatory information are not submitted on time, the registrations cannot be cancelled.**
- Cancellations received by **31 June 2019 24:00 JPT** will be charged with a **50%** administration charge per booking. Any refunds will be made after the Congress. No refunds will be granted for cancellations received after this date.

Mandatory Information for Group Registration

The following participant information is **MANDATORY** for all members of your group:

- Gender
- Family Name
- First Name
- Email address of each individual participant
- Organisation (to be printed on badge)
- Country (to be printed on badge)
- Full participant address

PLEASE NOTE THAT THE INDIVIDUAL EMAIL ADDRESS OF EACH PARTICIPANT IS MANDATORY INFORMATION!

If you are registering participants as **ICOM Member** or **ICOM Institutional Member**, the following information is MANDATORY:

- ICOM Membership Number

The participant must be a valid member at the time of registration. No refunds will be made for memberships renewed / acquired after the time of registration!

If you are registering participants under the **Student Rate**, the following information is MANDATORY:

- copy of student ID displaying the date of validity OR
- a letter of enrollment

The following details are mandatory if the participant requires a letter of invitation:

- Nationality
- Date of Birth
- Place of Birth
- Passport Number
- Passport Issue Date
- Passport Expiration Date

Confirmation of registration will NOT be sent to each group participant. It is the role and responsibility of the respective group leader (company or agency) to inform each member of the group that he/she has been registered to attend the Congress.

It also is the group contact's responsibility to ensure that each delegate is only registered once.

A handling fee of **5.400,00 JPY** will be charged for any registration category changes.

Please note that all **name changes** will be charged with a fee of **5.400,00 JPY**. Any further changes that result in the **reprint of a name badge**, will be charged with a fee of **5.400,00 JPY**. Additional

bookings, registrations or payment related changes (e.g. name changes) will be invoiced by the ICOM KYOTO 2019 Congress Secretariat on a regular basis. Payments must be received by the next upcoming deadline.

Additional Information

Letter of Invitation:

Delegates requiring an official Letter of Invitation should contact the ICOM KYOTO 2019 Congress Secretariat. To receive a Letter of Invitation, delegates must be fully registered to the Congress and payment in full has to be submitted. Letters of Invitation will not be sent after 31 August 2019.

The Letter of Invitation does not financially obligate ICOM in any way. All expenses incurred in relation to the ICOM Congress are the sole responsibility of the participant.

Visa requirements:

It is the sole responsibility of the attendee to take care of his / her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications.

The ICOM KYOTO 2019 Congress Secretariat will not directly contact embassies and consulates on behalf of visa applicants.

Group Pick-Up:

For the collection of the Congress material on-site in Kyoto two different options are offered:

1. Collection of all Congress material (Badges, Lanyards and Bags)

The group leader or an authorized representative will collect the materials for the entire group and distribute it to each individual delegate. The ICOM KYOTO 2019 Congress Secretariat will contact you in due time in order to arrange an early pick-up of Congress material for your group. The pick-up appointments will be offered on Friday & Saturday prior to the Congress.

2. Individual pick up of Congress material by the delegate

The group leader can receive all QR-code confirmations and distribute them to each group participant. QR-code letters ensure quick and easy access to the Congress.

Badges will only be handed out if all payments and proofs have been received!

Registration Fees

All registration fees must be made in JPY (¥) and are inclusive of 8% of Japanese VAT. Fees in EUR are displayed at an indication only.

	Early bird Rate (2018.11–2019.4)	Regular Rate (2019.5–2019.8)	Onsite Rate (2019.9.1–7)
ICOM Member (Country 1&2)	¥ 43,000 (€ 330)	¥ 56,000 (€ 430)	¥ 68,000 (€ 523)
ICOM Member (Country 3&4)	¥ 31,000 (€ 238)	¥ 43,000 (€ 330)	¥ 56,000 (€ 430)
Non-Member	¥ 56,000 (€ 430)	¥ 68,000 (€ 523)	¥ 81,000 (€ 623)
Accompanying Person	¥ 31,000 (€ 238)	¥ 37,000 (€ 284)	¥ 43,000 (€ 330)
Student	¥ 31,000 (€ 238)	¥ 37,000 (€ 284)	¥ 43,000 (€ 330)
Day Pass September 2, 3 and 4 (Up to 2 days)	¥ 10,000 (€ 76)	¥ 10,000 (€ 76)	¥ 12,000 (€ 92)

Congress Bag

A congress bag is only included in the full registration fee. Delegates registered for a day pass or as an accompanying person need to purchase this item in addition. This item can be booked at an additional cost (**3,000,00 JPY**) during the registration process. Bags are limited and will be sold on a first come – first served basis.

Contact Information

For Japanese language service:

Congress Corporation
+81 3 5216 5303
icom2019-reg@congre.co.jp

Hours: Monday to Friday, 10 am to 5 pm (Japan time)

For other language service:

K.I.T. Group GmbH
+49 30 24603 252
icom2019@kit-group.org

Hours: Monday to Friday, 9 am to 6 pm (CET)