

# REGISTRATION

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## Info & Fees

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For information about registrations, please contact:



**OIC s.r.l.**

Viale della Giovine Italia, 17 - 50122 Florence, Italy

Tel. +39 055 50.35.370

## HOW TO REGISTER

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Please note that this is the official ISGS website for registrations and that no other websites, companies or agencies are authorised to sell the registrations/ hotel booking in any way or to contact you directly.

Advance registrations are preferred in order to facilitate planning of the scientific sessions and social events of the congress. **On site registration is strongly discouraged and availability for social events might not be guaranteed.**

### **INDIVIDUAL REGISTRATIONS:**

Participants may proceed with the on-line reservation system:

Off-line registrations and requests of pro-forma/ invoices sent by fax or mail are subject to an **additional € 30,00 for administration expenses**.

[CLICK HERE FOR INDIVIDUAL REGISTRATION](#)

### **GROUP REGISTRATIONS:**

Please ask for a group account by contacting OIC to [registrationisgs@oic.it](mailto:registrationisgs@oic.it)

## ISGS Masterclass Fee 2025

Early Bird Registration – until 15 October 2025	€ 400,00
Regular Registration – from 16 October 2025 & On site	€ 450,00

**Delegate Registration is mandatory for participation in the scientific sessions**

**ISGS registration fee includes:**

- Admission to scientific sessions
- Final programme
- Certificate of attendance
- Coffee breaks,
- Working lunches

### *VISA Information*

For some nationalities, a Visa is required in order to enter to Switzerland. Foreign participants should contact the Embassy or Consulate in their home country to determine their particular Visa requirements.

Participants requiring Visas should initiate the application process at least 3 months prior to their departure date.

The Organising Secretariat OIC is not able assist participants with their Visa application and cannot intervene with Embassies or Consulates on behalf of any participant.

### *Letter of Invitation (for Visa Application)*

To request a Visa invitation letter please log into the online registration link and enter the module “Invitation letter request”.

**Only participants fully registered in the conference 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 in advance.

Important notice: 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.

## Terms of Payment

Payment by Credit card: The following credit cards are accepted: **American Express, VISA, MasterCard**

We would like to inform you that as of 14 September 2019, the SCA (STRONG CUSTOMER AUTHENTICATION) came into effect, in accordance with the provisions of the European Directive on payment services (PSD2).

As an OIC Group customer, your payments will become even more secure.

To get more information about this, please visit our dedicated page available here ([link](#))

Payment by bank transfer are accepted up to the late fee deadline of 5 November 2025

Cash payment in Euros will be accepted on-site in Geneva.

<b>Bank transfer (not available for online applications)</b>	Account name Bank name Bank Address IBAN SWIFT code	OIC srl Intesa Sanpaolo SpA Viale Matteotti 20r, 50132 Florence, Italy IT85 V030 6902 9010 0000 0010 628 BCITITMM
<b>Charges</b>	Bank transfers must not involve charges for the recipient	
<b>Important information</b>	Please indicate your name and surname and ISGS2025 as reference on your payment so that we can identify you for confirmation	

## Invoices

Invoices with an address in the European Union should be provided with a VAT Number. The invoicing address and VAT number can only be set up during the registration process. Should you have any special requests for the processing of your invoice, kindly let us know when submitting your application.

- Off-line registrations and requests of pro-forma invoices sent by fax or mail are subject to an **additional € 30,00 administration charge**
- Any modification on VAT number or billing address, requested after the issuing of the invoice **incurs a € 30,00 administration charge**.

## Cancellation and Refunds

Any change or cancellation in connection with registration fees and social events must be made in writing to: [registrationEGSMM@oic.it](mailto:registrationEGSMM@oic.it)

- For cancellations received by **3 November 2025** the paid amount will be refunded with a deduction of 30% that will be invoiced as penalty
- No refund will be processed for cancellations received from **4 November 2025**.

Should a delegate not attend the congress, for whatever reasons, no further claims for reimbursement can be made. All delegates are urged to take personal travel insurance.

- Name **changes incur a handling fee of € 50 per registration**. For the replacement of a delegate, written permission from the originally registered participant will be required, along with full contact details of the substitution.
- Anyone unable to attend the congress after paying, and/or unable to transfer the registration fee to another person, must cancel his/her registration. The registration fee will be refunded if the request is received prior the above cancellation deadline dates. The refund will be issued less the cancellation fees above stated.
- If you are unable to attend the Congress because you were denied a Visa to enter the country, you will be granted a refund only if you submit a copy of your visa rejection letter. The refund will be issued less the cancellation fees above stated.

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### *Liability disclaimer*

In the event of serious special or unforeseen circumstances or serious circumstances beyond its control, OIC shall be entitled to cancel or modify the dates of the event. You shall not be entitled to compensation for any costs or damages incurred as a consequence of such a cancellation or change.

OIC will not be liable for any theft or damage to property and/or persons caused on site during the Congress, by any factor whatever, unless there has been a fault, intent or deliberate recklessness on the part of OIC.

OIC shall not be held responsible in the event of poisoning or food intoxication during the Event.