# GROUP REGISTRATION FORM

**Group Name**:

**Institutions / Organisations participating (if applicable):**

**Group Category (choose from list):**

**EFTA (TIC/NFTO) MEMBERS EFTA CIM**

**TRAINEES**

**Number of Participants:**

**Name of Group Representative:**

**Representative’s e-mail:**

**Representative’s Address (including city and country):**

**Representative’s phone number: Office/institution ( )**

**Μobile ( )**

*Please note that all members of the group should be informed that they should fill individually a registration form on the EFTA2022 website and pay seperately.*

*The group registration is only valid when all group members fullfil the relevant form and complete their registration payment.*

***Providing the personal emails of all groups members is mandatory for the Group Registration to be valid.***

*The Group Representative is responsible for communication and coordination of all group members.*

*The Group Representative should fill, sign and send the Group Registration Form and each member should indicate in the required field the group name their registration belongs to.*

**Representative’s Signature:**

**Date:**

# PROCEDURE & CONDITIONS

Group Registration is available for a minimum of

* 25 participants or
* 10 participants

who register together as a group and is applicable and valid only to

* participants of the same country
* as an early registration (by June 15th, 2022)

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* **Group Registration for a minimum of 10 participants** is applicable and valid
	+ to all EFTA members
	+ to participants of the same country that register by the early registration deadline (June 15th, 2022)
	+ please note that only one group per TIC or NFTO member is acceptable for group registration of minimum 10 people.

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\*\* **Group Registration for a minimum of 25 participants** is applicable and valid

* + to EFTA-CIM members
	+ to participants of the same country who are EFTA.CIM members and who register by the early registration deadline (June 15th, 2022)

**EFTA MEMBERS** (TIC / NFTO): should be registered by a representative of the TIC or NFTO submitting the Group Registration form.

**EFTA.CIM MEMBERS**: please provide a copy of the 2022 membership card, or a membership confirmation note from EFTA.

**INDIVIDUAL TRAINEE:** please provide a personal training confirmation document from the Training Institute/Center.

**TRAINEES IN GROUPS (of minimum 10 or 25):** please provide a list of the group certified by the Institute along with a personal certificate from the Institute

Please note that Group Registration process is slightly different than individual online registration.

1. A Group Registration Form should be filled in, signed and submitted by the Group Representative and sent to efta2022ljubljana@symvoli.gr by June 15th, 2022 (early registration deadline)
2. The Group Registration Form is a list with the names and e-mail addresses of participants, indicating also the person acting as a **Group Representative.** The personal emails of all participants are requested along with the email of the group representative, and this is a precondition for the Group Registration to be valid.
3. All names listed in the group registration form should be included by the Group Representative under the condition that there is a written request/consent by the members to be registered on this list. Please note that the names in a group registration list can only appear in one submitted Group Registration Form.
4. The Group Representative will be the communication link to all group members for any administrative matter regarding registration and payment procedure.
5. After June 15th, name subtitutions can be made on the group registration list, maintaining however always the same number of group members submitted on the initial form. The group

maintains the option of replacing a name on the list free of charge until **11th August 2022.** Any change in the list made after **11th August 2022**, will be subject to a 15 euros fee per person.

1. **Each member of the group should proceed with individual registration and payment online by June 15th (Early Registration Deadline), indicating in the required field the group name their registration belongs to.**
2. The number of group members should be the minimum (or above) of the number required (25 or 10). If a cancellation results in a smaller number than the required, either the member should be replaced or the group registration will be cancelled as a whole. Please note that all these changes must be made by **11th August 2022.** After the submission of the group (June 15th) the number of group participants cannot be changed.
3. Accompanying Person’s registration should be handled individually by the participant.

**CANCELLATION POLICY for GROUP REGISTRATION**

*(for the group and not for individual members)*

For cancellations made in writing to **Symvoli | Conference & Cultural Management**

(efta2022ljubljana@symvoli.gr)

* **until July 15th, 2022**, the registration fee will be fully refunded.
* **from July 16th until August 11th, 2022**, the registration fee will be refunded minus an administrative charge of 50€/person.
* **from August 12th, 2022**, the registration fee will not be refunded.

**NOTE**: If an individual group member’s cancellation results in a smaller number of group members than the required, either the member should be replaced or the group registration will be cancelled as a whole for all members. **We kindly ask the group represetnative to notify all participants on the list about this policy.**

**GROUP MEMBERS: ….group name.…**

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| --- | --- | --- | --- | --- |
| **No** | **Name** | **Surname** | **email** | **Country**(same for all members) |
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**Representative’s Signature:**

**Date:**