



## REGISTRATION FORM ACCOMPANYING

PANAM2019

### PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

### ACCOMPANYING PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Institution \_\_\_\_\_

### CONTACT INFORMATION

EMAIL \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

### INVOICE INFORMATION

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

### PASSPORT INFORMATION

Name as it appears on passport \_\_\_\_\_ Nationality \_\_\_\_\_

Passport No. \_\_\_\_\_ EXP. Date \_\_\_\_\_ Country of Birth \_\_\_\_\_



## TERMS & CONDITIONS INVICTA Group Services | PANAM2019 2<sup>ND</sup> Congress of Physiological Sciences

### GENERAL CONDITIONS

Please read the below listed policies and conditions in full detail before continuing. By agreeing to these terms, you acknowledge to have read and understood all terms and conditions relating to the policies.

### BOOKING CONDITION

INVICTA Group Services is the US travel agent for the 2nd Pan-American Congress of Physiological Sciences and will be offering special reduced rates for accommodation and Congress tours. In order to benefit from the special rates, please use one of the following booking methods:

- Book your registration and hotel accommodation via us
- Send the REGISTRATION FORM via email to: [info@invictagroups.com](mailto:info@invictagroups.com) at your earliest convenience
- Send the ACCOMMODATION FORM via email to: [info@invictagroups.com](mailto:info@invictagroups.com) at your earliest convenience

Each participant will receive an individual confirmation, indicating the name and address of the hotel. The booking will be final upon receipt of the corresponding deposit.

For blocks bookings (10 rooms or more) companies are requested to send their request to: [info@invictagroups.com](mailto:info@invictagroups.com) Please note different payment and cancellation policies will apply.

### PAYMENT CONDITION

All events services (registration & accommodation) require prepayment. Your credit card will be debited within 24 hours after making your reservation for the indicated amount at the time of booking. The charge will be in US dollars currency and your bill will state: INVICTA Group Services. Payment due in full upon receipt of INVICTA Groups Services invoice. A written confirmation and details of services will be sent at the time of confirmation of a booking.

INVICTA Group Services accepts online payment with the following Credit Cards plus appropriate credit card fee:

- Visa Card 2.5 % credit card fee
- MasterCard 2.5 % credit card fee
- Discover Card 3.8 % credit card fee
- American Express 3.8 % credit card fee

NO FEE charged if payment is submitted via:

- PERSONAL CHECK
- WIRE TRANSFER Bank: BB&T Account No.: 0000243087066 Routing No.: 263191387

Events rates are subject to change except when reservations have been confirmed. All rates are quoted in US dollars. INVICTA Group Services does not guarantee that changes can be made on all or parts of packages. A change in the number of occupants per room may change the price of the package. If any changes involve an increase in price/rate, payment will be required at the time of change and the changes will not be effective until payment is received, and availability is confirmed by the Travel Suppliers. All activities, tours and site visits, including restaurant meals and museums visits are subject to change and its order in the itinerary, based on availability and involuntary causes.

The total charge includes all services described in the packages, as well as fees for access and booking. Any incidental charges such as airport taxes, parking, phone calls, tips and room service will be handled directly between you and the supplier or your accommodation property.

### CANCELLATION AND REFUND POLICY

Cancellations or changes must be received in writing to INVICTA Group Services via email to [info@invictagroups.com](mailto:info@invictagroups.com). Once you have paid for your reservation, the following cancellation policy applies:

#### CANCELLATION OF REGISTRATION

Those participants, who cannot attend the event, will be refunded for the amount paid for registration, except \$50.00 dollars, as per administration fees.

#### CANCELLATION OF ACCOMMODATION

- Cancellations received 30 days prior to arrival: Full refund less bank and credit card charges.
- Cancellations received 29 -7 days prior to arrival: We will refund you the total amount that you paid for the reservation, minus the amount of the first hotel night of your intended stay for no-show charges, plus \$50.00 dollars for administration fees
- Cancellations received less than 7 days prior to arrival: **NO REFUND**

All refund requests must occur within 30 days of hotel check out and must be in writing. Any refund for checking out early or for no shows will be given at the sole discretion of INVICTA Group Services. It is your responsibility at the time of booking to check all details relating to penalties for cancellation and amendments as well as taking care of all documents concerning to the package.

### TRANSPORTATION

Transfers airport-hotel-airport are included in accommodation packages bought through the event web page. Flight details must be sent at least 3 days in advance to guarantee transfer airport-hotel-airport.

I have read and accept the **Terms & Conditions** listed on the following page