

REGISTRATION FORM

Benefit-Risk and Medical Writing Week # 18561

26-30 November 2018 | Holiday Inn London Kensington Forum hotel | London, UK



REGISTRATION FEES

Registration fee includes refreshment breaks, lunches and electronic access to training course material. **Please note that the full amount must be received by DIA by commencement of the course to get the electronic access to the material.** Please check:

FEES	MEMBER	NON-MEMBER
INDUSTRY	€ 3'320.00 <input type="checkbox"/>	€ 3'475.00 <input type="checkbox"/>
ACADEMIA/CHARITABLE/GOVERNMENT/NON-PROFIT (FULL-TIME)	€ 1'660.00 <input type="checkbox"/>	€ 1'815.00 <input type="checkbox"/>

If DIA cannot verify your membership upon receipt of registration form, you will be charged the non-member fee.

Payment is due 30 days after registration and must be paid in full by commencement of the course.

A special discount for SMEs on the standard fee is available for a limited number of places. To proof your status as an SME, a confirmation of the European Medicines Agency is necessary. Please contact DIA for more information.

DIA MEMBERSHIP

All non-member fees include a one year membership option. If you registered at one of the non-member rates, you have the opportunity to **become a DIA member** at no additional cost.

To explore membership benefits, please click [here](#). If you want a membership, please indicate your preference below.

☐ I would like to receive a one year complimentary DIA membership at no additional cost

The DIA Contact Centre Team will be pleased to assist you with your registration from Monday to Friday between 08:00 and 17:00 CET. **Tel.:** +41 61 225 51 51 **Fax:** +41 61 225 51 52

Email: Basel@diaglobal.org **Mail:** DIA, Kuchengasse 16, 4051 Basel, Switzerland

Web: www.DIAglobal.org

TERMS AND CONDITIONS

Cancellation Policy

All cancellations must be made in writing and be received at the DIA office four weeks prior to the event start date. Cancellations are subject to an administrative fee:

- Industry (Member/Non-member) € 200.00
- Academia/Charitable/Government/Non-profit (Full-time) (Member/Non-member) € 100.00

If you do not cancel four weeks prior to the event start date and do not attend, you will be responsible for the full registration fee.

DIA reserves the right to alter the venue and dates if necessary. If an event is cancelled or postponed, DIA is not responsible for airfare, hotel or other costs incurred by registered attendees. Registered attendees are responsible for cancelling their own hotel and travel reservations.

Transfer Policy

You may transfer your registration to a colleague prior to the start of the event but membership is not transferable. Substitute attendees will be responsible for the non-member fee, if applicable. Please notify the DIA office of any such substitutions as soon as possible.

Event Stream and recording

If you attend a DIA event, we make video and audio recordings of events (both face-to-face and online) that may include your participation in the event, including your image, questions and comments. To view our full photography and video recording policy, click [here](#).

Privacy Policy

DIA respects the privacy of all of its members and customers. To view our privacy policy, click [here](#). You agree that your personal data will be transferred to DIA in the US.

ATTENDEE DETAILS

Please complete in block capital letters or attach the attendee's business card here.

☐ Prof ☐ Dr ☐ Ms ☐ Mr

Last Name

First Name

Job Title

Company

Address

Postal Code

City

Country

Telephone Number

Fax Number

Attendee email required for course material access

PAYMENT METHODS

Credit cards: Payments by VISA, Mastercard or AMEX can be made by completing the details below. Please note that other types of credit card cannot be accepted.

☐ Please charge my ☐ VISA ☐ MC ☐ AMEX

Card N°

Exp. Date /

Cardholder's Name

☐ **Bank transfers:** When DIA completes your registration, an email will be sent to the address on the registration form with instructions on how to complete the bank transfer. Payments in EURO should be addressed to "Account Holder: DIA." Please include your name, company, Course ID #18561 as well as the invoice number to ensure correct allocation of your payment.

Payments must be net of all charges and bank charges must be borne by the payer. **If you have not received your confirmation within five working days, please contact DIA.**

By signing below, I confirm that I agree with DIA's Terms and Conditions of booking. These are available from the office or on <http://www.diaglobal.org/EUTerms>

Date	Signature
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