

# REGISTRATION FORM

## EMA CTIS Sponsor User Training Programme

You can register online at [www.diaglobal.org/EMA/course-listing](http://www.diaglobal.org/EMA/course-listing)

### REGISTRATION FEES

CTIS SPONSOR USER TRAINING PROGRAMME	PRICE IN EURO
Standard fee for Industry/CRO	€ 1'640.00 ☐
Academia/Government	€ 820.00 ☐

All registration fees are subject to VAT, if applicable.

Please enter your Company's European VAT number: \_\_\_\_\_

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 provide your SME number here : \_\_\_\_\_

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

Please select your preferred dates for the CTIS Sponsor User Programme:

- ☐ **#24523:** 23-26 September 2024 | 09:00-13:30 CEST - virtual  
☐ **#24527:** 28-31 October 2024 | 14:00-18:30 CET - virtual  
☐ **#24528:** 25-28 November 2024 | 09:00-13:30 CET - virtual

The DIA Europe, Middle East & Africa Contact Centre Team will be pleased to assist you with your registration from Monday to Friday between 08:00 and 17:00 CE(S)T. Tel. :+41 61 225 51 51

**Email:** [Basel@DIAglobal.org](mailto:Basel@DIAglobal.org)

**Mail:** DIA Europe, Middle East & Africa, Küchengasse 16, 4051 Basel, Switzerland

**Web:** [www.DIAglobal.org](http://www.DIAglobal.org)



### Cancellation Policy

All cancellations must be made in writing and be received at the DIA Europe, Middle East and Africa 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 28 days prior to the event start date and do not attend, you will be responsible for the full registration fee.

**Please note that switching from one course date to another is considered a cancellation and the same policy applies.**

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 - for the same course - to a colleague of the same organisation. Such a transfer is possible until 5 working days before the start of the training course. Please notify the DIA office of such a substitution 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 <https://www.diaglobal.org/general/photography-policy>.

### Privacy Policy

DIA respects the privacy of all of its members and customers. To view our privacy policy, click <https://www.diaglobal.org/en/about-us/privacy-policy>.

### 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

Direct email attendee (Required for course material access)

### PAYMENT METHOD

DIA accepts only Credit Card as a payment method.

Payments by VISA, Mastercard or AMEX are accepted. Other types of credit card are not accepted.

You will receive a payment link in the coming days to complete the payment.

Please complete payment within 7 days of receipt of the payment link.

Payments will be net of all charges and bank charges will be borne by the payer.

**If you have not received your confirmation within five working days, please contact [basel@diaglobal.org](mailto:basel@diaglobal.org).**

By signing below, I confirm that I read and agree with DIA's Terms and Conditions of booking.

These are available from the office or online by clicking:

<http://www.diaglobal.org/EUterms>

Date

Signature