

# REGISTRATION FORM



Virtual live hands-on training course for Clinical Trials Sponsors using EudraVigilance system

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

## REGISTRATION FEES

FEES	
STANDARD	€ 950.00 <input type="checkbox"/>
ACADEMIA/CHARITABLE/GOVERNMENT/ NON-PROFIT (FULL-TIME)	€ 425.00 <input type="checkbox"/>

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 one course:

- Course # **24514**, 07-09 October 2024, 14:00 - 18:00 CEST
- Course # **24515**, 26-28 November 2024, 09:00-13:00 CET

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 CET/CEST. 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 METHODS

**Credit cards:** Payments by VISA, Mastercard or AMEX can be made through a secured link that will be sent to your email address. Please note that other types of credit card cannot be accepted.

**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, 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 [basel@diaglobal.org](mailto:basel@diaglobal.org).

By signing below, I confirm that I 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