



## IMS Annual Meeting Group Registration Policies:

5 individual registrants are required to be considered as an official IMS group.

A unique email address must be provided for each group registrant to access the IMS and receive CME credits. Without a unique email the attendee will not be able to receive CME credits.

Group registration records are entered through the online group registration site. Group leaders have immediate access to manage the group registration records once the leader/contact record has been created. Group login and passwords will only be given to the Group leader we have on file.

Group leaders/contacts must provide the group registrants personal email address otherwise the group registrant will not be able to access the IMS and the CME certificate post Meeting.

### Payment Information

Groups can make full or partial credit card payments from the group registration website. Registration invoices/receipts can be downloaded from the main menu. Please note that it will take **48 business hours for payments to disperse** into each group record. The records will not show as incomplete until the payment has been verified and dispersed.

### Group Imports

Group leaders sending import spreadsheets (see instruction page) should allow 5-7 business days until registrants appear in the group registration web site. A group must have 50 participants to submit the spreadsheet to be imported. Spreadsheet submission deadline: **August 28, 2024**.

### Changes/Substitutions

On-line substitutions, event changes, registration category changes can be made online. When adding additional registrants to the group the current registration fees will apply at the time the record is added. Leaders may cancel a registrant to allow for a name change or to update the registration category; current price schedule will apply when making these changes on-line. Name changes online can be made to nonmember records only. Name changes to member records can be submitted to the registration center at [imsregistration@spargoinc.com](mailto:imsregistration@spargoinc.com).

### IMS Cancellation Policy

Registration cancellations must be submitted in writing to the IMS Registration Center **by August 28, 2024**, to receive a refund less **\$150 processing fee**. All requests must include a brief description of the reason for cancelling. Refunds will not be granted after **August 28, 2024**.

### Registration Options

#### In-Person Registration

- Access to 21st IMS Annual Meeting abstract eBook

- Admission to scientific sessions and posters
- Includes access to Nurse Symposium
- Access to the exhibition area
- Access to CME credits for accredited sessions
- Certificate of attendance (non-MDs will be provided with a certificate of participation)
- Admission to lunches and coffee breaks
- Access to 21st IMS Annual Meeting mobile application
- Extended Virtual access to the 21st IMS Annual Meeting and on-demand access to the session recordings following the IMS. Extended access is available through December 31, 2024.

#### Virtual Meeting Extended Access

- Virtual access to the 21st IMS Annual Meeting through December 31, 2024
- Access to 21st IMS Annual Meeting abstract eBook
- Access to CME credits for accredited sessions
- Certificate of attendance (non-MDs will be provided with a certificate of participation)
- Access to 21st IMS Annual Meeting mobile application

#### Virtual Meeting Standard Access

- Includes Virtual access to the 21st IMS Annual Meeting through October 5, 2024
- Access to 21st IMS Annual Meeting abstract eBook
- Access to CME credits for accredited sessions
- Certificate of attendance (non-MDs will be provided with a certificate of participation)
- Access to 21st IMS Annual Meeting mobile application

#### In-Person Nurse Symposium Only – This event is only available for Allied Health Professionals

- Includes access to the in-person Nurse Symposium Wednesday, September 25, 2024.

#### **Visa Information**

All participants must hold valid identification and travel documents before entering Brazil. **Each participant is responsible for arranging their own visa**, if required. Please check whether you need a visa to enter Brazil on the website of the Brazilian Government [here](#).

The IMS strongly recommend that all participants check as soon as possible the rules for entering Brazil from their respective countries/passport on which they will travel to Brazil. If a visa is required, we also strongly recommend that **visas be requested at least two months before traveling**.

#### **Updated Visa Requirements for American, Australian, and Canadian Passport Holders**

On April 9, 2024, the Brazilian government announced a visa exemptions extension for passport holders from Canada, Australia, and the United States. The requirement for an eVisa will now go into effect on **April 10, 2025**.

## IMS Allied Health Professional Verification Requirements

The allied health professional category is for individuals without a doctoral degree who provide direct patient care.

Individuals with an MD, PhD, or PharmD degree do not qualify for this category because they are eligible for IMS membership. These individuals should register in the member or non-member category based upon their current membership status. All IMS members receive discounted rates at the annual meeting. The following individuals are eligible to register as allied health professionals: nurse practitioners, registered nurses, physician assistants, clinical nurse specialists, and pharmacists without a PharmD. Others may also be eligible if they provide direct patient care as noted below.

In registering as an allied health professional, you agree to provide evidence prior to the meeting that you:

- Devote 50 percent or more of your professional activity and time to the direct care and treatment of patients, and
- Function as an integral member of a team caring for patients.

To verify status as an allied health professional, the registrant must provide a letter, **on institutional letterhead, from his/her immediate supervisor** confirming the following:

- The name of the organization
- The registrant's position

The percentage of activity and time devoted to the direct care and treatment of patients. A copy of a state license with expiration date thru the end of the conference. Verification confirming the registrant professional status is required and should be provided (in PDF format) prior to arrival on site. In order to be officially registered for the meeting, IMS must confirm the registrant's status. Individuals who do not provide verification will be charged the non-member registration rate.