

# REGISTRATION & ACCOMMODATION

## REGISTRATION PROCEDURE

ALL company representatives MUST be registered for CCC. Each person must register individually. Generic badges are not “automatically” generated for exhibit personnel.

If you are a supporter, refer to the personalized email containing instructions on how to redeem complimentary registration.

**[CLICK HERE to register](#)**

### On-Site Registration and Badge Pick-Up

Representatives may be required to show personal identification and valid company affiliation with the exhibitor or a letter of authorization from the Exhibit Coordinator before their badges will be released.

- Badges must be picked up by each individual at Exhibitor Registration;
- Badges will not be mailed prior to the event;
- **Group badge pick-up is not permitted;**
- On-site substitutions MUST be confirmed in writing by the original registrant; and
- Priority codes will NOT be given out on-site.

### Complimentary Registration

Per 10x10 purchased exhibit space, exhibitors receive:

- One complimentary Exhibitor registration (Community Forum access only);
- One complimentary Universal Exhibitor registration (Community Forum and scientific session access)

Instructions regarding complimentary registration have been sent to the booth coordinator. If you do not know who your booth coordinator is, contact [ccc-exhibits@intertaskconferences.com](mailto:ccc-exhibits@intertaskconferences.com).

### Additional Exhibitor Registrations

To purchase: [www.cardiocongress.org/en/registration-industry.html](http://www.cardiocongress.org/en/registration-industry.html)

As you are representing an exhibiting company, select YES.

### Payment Policy, Cancellations, Refunds and Substitutions

To view information regarding:

- Payment Policy
- Cancellations and Refunds
- Substitutions

Go to: [www.cardiocongress.org/en/registration-industry.html](http://www.cardiocongress.org/en/registration-industry.html) and scroll mid-page.

### Contractor Badges

Unregistered Exhibitor personnel or Exhibitor-Appointed Contractors will not require badges during installation and dismantling hours. They will only require a contractor badge during Community Forum hours. Badges will not be mailed prior to the event.

Contractor badges may be signed out at the main Registration Desk, located in Viger Hall during the following times:

- Thursday, October 24 06:30 – 18:00
- Friday, October 25 07:00 – 18:00
- Saturday, October 26 06:00 – 18:00

Individuals requesting a contractor badge will be required to provide proof of identification and valid affiliation with the Exhibitor or Exhibitor-Appointed Contractor.

Exhibitor-Appointed Contractors who have not submitted appropriate insurance documentation will not be issued badges.

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## Permission to Work Late

Requests from Exhibitors and their appointed contractors to work on their exhibit outside the installation hours will be considered on an individual basis only. Such requests may be made at the Exhibitor Registration Desk.

## HOUSING ADVISORY

Intertask Conferences is the Official and exclusive Housing Bureau for the Canadian Cardiovascular Congress (CCC), and the only organization authorized to liaise on behalf of CCC for hotel room reservations. Should you be contacted by a supplier by email or by telephone indicating that you must book your CCC 2019 accommodations, DO NOT engage with them.

## HOTEL ACCOMMODATION

The CCC has blocked rooms in several downtown hotels within walking distance to the facility and has negotiated preferred rates. For the hotel listing and rates, please go to the CCC website: [www.cardiocongress.org/en/housing.html](http://www.cardiocongress.org/en/housing.html)

## New Reservations

All new hotel reservations must be done through the online system. Once registration for the congress has been completed, the hotel booking site will be available.

## Modifications or Cancellations to Existing Reservations

Prior to September 18, 2019: requests must be sent by email to [hotels@intertaskconferences.com](mailto:hotels@intertaskconferences.com). After September 18, 2019: requests must be done with the hotel directly.

**Questions:** Intertask Conferences  
[hotels@intertaskconferences.com](mailto:hotels@intertaskconferences.com)