

Registration FAQs

What is the address of the conference venue?

Palais des congrès de Montréal
1001 Place Jean-Paul-Riopelle, Montréal

What are the dates and times of the conference?

Sunday - Wednesday, July 23 -26, 2017

What are the registration hours and dress code?

- Sunday, July 23 - 2:00 pm - 7:00 pm
- Monday, July 24 - 6:30 am - 6:00 pm
- Tuesday, July 25 - 6:30 am - 5:30 pm
- Wednesday, July 26 - 7:00 am - 12:00 pm

The dress code is business attire.

Is there transportation from the hotels to the conference center?

Yes, shuttle buses from all official BIO World Congress hotels will be available. Service begins on Monday afternoon, July 24th. The detailed schedule will be posted about 3 weeks before the World Congress begins.

Do I need a coupon code to register?

No, you do not need a coupon to register. Coupon codes are provided to sponsoring organizations and their guest attendees. Most attendees will not have a coupon code.

How do I add partnering to my current registration?

Access to BIO One-on-One Partnering™ is included in the attendee registration.

When will I get access to the partnering system?

BIO One-on-One Partnering™ will open in late May. Once the system has opened, registrants will receive login credentials within in 2-3 business days of registration. Please add biopartnering@bio.org to your safe senders list to ensure that you receive your credentials.

Is there a government/academic discount?

Yes, there is a discounted government/academic rate. The registration site will recognize email addresses ending in **.gov** and **.edu**. No coupon code is needed however there is an approval screening. Please review all of the possible registration options [here](#).

Is there a student discount?

Yes, there is a discounted student rate. You must email register@bio.org to request a student discount code and provide academic ID to qualify for the rates

Do you offer continuing education or credits?

No, continuing education or credits are not offered at the BIO World Congress.

Do you have a guest fee?

No, the BIO World Congress on Industrial Biotechnology is a business and educational conference that does not host spouse social events. If you wish to bring your spouse to the exhibit hall or at any other registration level, they would be entitled to receive the same rate as other participants. We do not have lower or special guest or spouse rates.

Do you have group registrations discounts?

No, group registration discounts are not offered for the BIO World Congress.

Can I register a group?

No, not exactly. Of course we hope that many people from your organization will be able to attend but, each person's registration must be handled individually because of the unique answers to specific demographic questions required and payment processing regulations.

How do I organize an international delegation?

For most countries, the national trade promotion agency is the primary organizer of the delegation. In some cases, the agency works together with other relevant government ministries as well as members of the private sector to organize funding and logistics. Should you decide to organize an official presence, BIO is ready to help deliver a valuable, customized delegation package to meet your specific needs and objectives. Contact Kara Nelson, kmnelson@bio.org to discuss your needs and objectives.

How do I obtain a visa letter to attend the conference?

If you require a visa to attend the conference, an invitation letter will be generated for you once you complete your registration. Please use this invitation letter when applying for your visa.

How do I register as an investor?

Send an email to register@bio.org for approval and to receive an investor registration code.

How do I register if I am a speaker?

All Speakers and Moderators are required to register and pay for BIO World Congress on Industrial Biotechnology conference. Speakers will receive a registration code for a discounted rate from the BIO team after they are confirmed.

How do I pay by check?

During the registration process, at the end, you will be able to indicate that you wish to receive an electronic (.pdf) invoice. Follow the instructions on the invoice to complete the payment by check. Please include your registration identification number on the check or include a copy of the invoice in your envelope.

How do I pay by wire transfer?

During the registration process, at the end, you will be able to indicate that you wish to receive an electronic (.pdf) invoice. Follow the instructions on the invoice to complete the payment by wire transfer. It is important to include your registration identification number on the wire transfer so that the payment will be properly credited to your account.

What if I become a member of BIO after I have registered as non-member?

You should contact the BIO World Congress on Industrial Biotechnology conference team at register@bio.org and after verification from the BIO Membership department, the proper adjustment will be made to your record and a refund will be issued. However, if you paid by check or wire transfer, a W-9 (W-8BEN for International guests) will be required in order to process the refund.

How do I know if my company is a BIO member?

To find out the member status of a company, please review the [Member Directory](#).

How do I cancel a registration? Do I get a refund if I cancel my registration?

If you need to cancel, the request must be made and received in writing to register@bio.org, by Friday, June 16, 2017. A \$250.00 USD processing and cancellation fee will be deducted from the refund. Note, BIO reserves the right to refund after the conference is concluded if necessary.

Exhibition Access registrations or additional Exhibitor Booth Personnel registrations cannot be canceled and are non-refundable.

Cancellation notices received after Friday, June 16, 2017 cannot be honored for any reason. Any refund processing deemed necessary which is not a result of an error by BIO will incur a \$250.00 processing fee.

Is it okay to make a substitution?

Substitutions are allowed without any penalty. Submit substitution requests to register@bio.org.

How do I make a correction or change on my registration?

Corrections to your name or title, etc. should be emailed to register@bio.org, please allow up to 4 business days for a new confirmation to be sent.

How do I change my email address?

Corrections to your email should be emailed to register@bio.org, please allow up to 4 business days for a new confirmation to be sent.

Why have I not received a registration confirmation?

All confirmations are HTML (Web) pages at the conclusion of your registration and are printable. Additionally, an email confirmation is sent immediately following the completion of online registration. If you have not received a confirmation, please check your spam or junk mail folder. Your confirmation would have come from biowc17@compusystems.com.

How do I get my registration confirmation resent to me?

Please email register@bio.org.

How do I register if I am exhibitor booth personnel?

If you are an exhibitor working in your booth, your "Key Contact" will register you, or will provide you with registration instructions. You should ask the local person who is managing your booth how he or she is handling the process.

Does BIO offer hotel options near the conference center?

Yes. BIO has 4 hotel options to choose from that are conveniently located within one mile of Palais des congrès de Montréal. BIO is pleased to partner with onPeak as the official, exclusive housing provider. Please note: onPeak is the only official housing company associated with the BIO World Congress. While other hotel resellers may contact you offering housing for your trip, they are not endorsed by or affiliated with the show and entering into financial agreements with such companies can have costly consequences.

If you have any additional questions about registration, or need assistance, contact register@bio.org.