

AMBASSADORS PROGRAM 2018



BRAINCOMS
BRAZILIAN INTERNATIONAL CONGRESS OF MEDICAL STUDENTS

1. General Rules

- a. The Ambassador's program consists of a discounts system for congressmen (the ambassadors) who manage to bring participants to our event (the partners). These allowances may be applied to BRAINCOMS' registration fee **OR** to the cost of the travel expenses (as seen on item 3).
- b. Ambassador's program subscription for BRAINCOMS 2018 will be separated in **two different periods**:
 - I. First period: starts when subscriptions for **Presenters** are opened (10/03/2018).
 - II. Second period: starts with the schedule opening for **Listener's** subscriptions (01/06/2018).
 - III. The Ambassador's program will not have a pre-set deadline, meaning this offer will end as soon as all provided vacancies are taken. Once this happens, our organizing committee will not allow new subscriptions for ambassadors nor the addition of other participants to an already subscribed ambassador. We will not provide further notice.
- c. We kindly ask you to **establish contact** with our organizing committee **as soon as possible** in order to ensure your status as an ambassador and to settle your discount.

- d. The formal contact between ambassadors/interested ambassadors and the organizing committee must be through the e-mail braincoms.pr@gmail.com. The title of the e-mail must always follow the same pattern: “AMBASSADOR PROGRAM: full name of the interested/Listener OR Presenter/University/Country”.
Example:

AMBASSADOR PROGRAM: John Smith/ Listener/ UNIFESP/Brazil.

- e. The ambassador/interested ambassador must fill in the form: <https://goo.gl/forms/4dQUWrkyGUIRH1Wt1>
- f. The ambassador may add or exclude participants to his/her group as long as the determined period is still active.
- g. Ambassadors will only fully guarantee their status as an ambassador in the program by the time at least one of the participants he/she brought pays his/her own registration fee. These participants will also be notified via email to confirm and inform their relationship with the respective ambassador.
- h. It is strictly prohibited for different ambassadors to share the same participants.
- i. Finally, it is essential that the ambassador helps the congress by promoting it in social media and spreading any advertising material BRAINCOMS sends to the participant.

2. Conditions

A) There are 2 periods for subscribing as an ambassador:

a. **First period:** Ambassadors must bring, at least, one **presenter**.

i. Ambassadors can be either listeners or presenters.

ii. Ambassadors that subscribe during the first period will only ensure their spot by the time at least one presenting participant he/she brought pays his own subscription' fee. This means that every ambassador is responsible for bringing at least one presenter among the participants chosen. As soon as we receive the payment confirmation, the ambassador's abstract(s) will go under evaluation and his/her subscription to the program will be formalized. Due to this fact, a presenting ambassador must bring at least one presenter; otherwise, he/she will not have the means to provide any confirmation of payments before the end of abstracts' evaluation.

iii. Note I: all listeners invited by the ambassador will only be able to formally subscribe to the congress when listener's subscriptions become available.

iv. Note II: If the ambassador chooses to be a listener, the rules mentioned above will still apply, since he/she still needs to bring at least one presenter to ensure the ambassador status. The only difference will be regarding his/her own subscription, as proper self-registration will only be available after

abstract submission period ends. This measure aims to provide both ambassadors and non-ambassadors listeners with a fair choice of workshops.

- b. **Second period:** the rules will follow suit except for a slight difference: **only listeners** will be able to subscribe to the program and only listeners can be brought by the ambassador, due to the fact that abstract submission period will already have expired.

B) Each case of interested ambassadors will be carefully evaluated by BRAINCOMS 2018' crew. After the acceptance, the ambassador will be notified.

3. Grants

- a. General: the potential ambassador, at the moment of declaration of interest, must choose his/her type of discount. It can only refer to the item 3.b. **OR** 3.c. No one can earn both.
- b. **For inscription discounts:**
 - i. There are no restrictions in this item. Anyone, from any country, may choose this allowance.
 - ii. For every person the ambassador brings to the congress, he/she will be awarded a point accordingly to table 1, that will be converted into a discount for the subscription rate. We offer a 1% discount in the registration fee for each point the ambassador sum. Each listener the ambassador brings has a 1x

factor over the table value and each presenter has a 2x factor over the table.

Each ambassador can achieve a maximum of 100% discount over his/hers subscription fee.

- iii. As soon as one is approved as an ambassador, our crew will be sending an email with the registration fee pay (with the discount already applied to it). The ambassadors will be requested to pay it before the congress.

| Local of origin | Points |
|--|--------|
| São Paulo (capital)* | 1 |
| São Paulo (rest of state) | 2 |
| RJ, MG, ES | 3 |
| Centro Oeste, Sul | 5 |
| Norte, Nordeste | 10 |
| Latin America | 15 |
| North America, Europe, Middle East, Africa, Asia, Oceannia | 25 |

Table 1

* São Paulo and metropolitan area.

c. For travel expenses allowances:

- i. **The exclusion criteria for this item are ambassadors that live/ study in any state of Brazil. People from other countries are allowed to participate.**
- ii. This allowance is available exclusively for the ambassadors that manage to bring presenters as their

partners. Listeners brought by the ambassador that chooses to get a discount with travel expenses will not be taken into the value of the discount.

- iii. The discount is cumulative for a maximum of TWO presenters.
- iv. The discounts are based on where the presenters' university the ambassador bring is. Each location will receive a pre-set amount of points. For every point racked up below, the ambassador will earn a 1% discount to cover his/her transportation expenses. Each location will be rated as stated in the table 2:

| Location of university | Points |
|---|--------|
| Latin America | 15 |
| Europe, Asia, Africa, Middle East, Oceania or North America | 25 |

Table 2

- v. **IMPORTANT:** the Ambassador's Program for Travel Expenses will be divided into **three periods**.
 - 1. The first, matching the presenter inscription period, will last from 10/03/2018 to 30/06/2018. During this period, the ambassadors will be allowed to bring participants from anywhere they'd like.

2. On the other two periods, 01/06/2018 to 07/08/2018 (for the first deadline for listeners) and 07/08/2018 to 15/09/2018 (this one matching the second listener subscription period), the ambassador will **only** be allowed to bring participants from his/her **university** or **city**!

vi. The discounts concern to flight tickets or other forms of transportation of the ambassador from his/her location to the first landing point in an international airport in São Paulo (such as Guarulhos, Congonhas, Viracopos, etc.) or in a reference bus station (São Paulo-Tietê; Barra Funda, etc)

vii. We will only refund the discount by the **presentation of valid receipt** that certifies the ticket purchase.

viii. We will only consider valid the air tickets or bus tickets bought for economic class cabins and the ones that prove themselves the very best bargains at the time the ambassador clinches his spot in the program. Our committee will evaluate every single case carefully.

vix. Every ambassador included in this form of allowance will have their refund fully paid until the last official day of the congress.