

Special Registration Guideline

Affiliated Members | Individual Members | Chaperones



70TH IPWF
WORLD CONGRESS
REPUBLIC OF KENYA - 2025



International
Pharmaceutical
Students' Federation



70TH IPSF
WORLD CONGRESS
REPUBLIC OF KENYA - 2025
7TH - 15TH AUGUST 2025

PARTNER ANNOUNCEMENT

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INTRODUCTION

Advancing Pharmacy Education and Practice for Global Health Impact

Dear Delegates,

We are thrilled to invite you to register for the **70th IPSF World Congress**, taking place from **August 7 to August 15, 2025**, in Nairobi, Kenya! This is an incredible opportunity to connect with pharmacy professionals from around the globe, engage in insightful discussions, and enhance your knowledge and skills in the field. The main programme will be preceded by LiT (August 4-7) and followed by PCT (August 15-18).

The theme "**Advancing Pharmacy Education and Practice for Global Health Impact.**" reflects a commitment to enhancing the role of pharmacy in addressing global health challenges. This theme emphasizes the importance of equipping pharmacy students and professionals with the knowledge and skills necessary to navigate the evolving healthcare landscape. By focusing on education and practice, the congress aims to foster innovative global health approaches that improve patient care and public health outcomes. Participants will engage in discussions about best practices, share experiences, and explore collaborative strategies that can lead to impactful changes in pharmacy practice worldwide. Ultimately, this theme underscores the vital contribution of pharmacists to global health initiatives and the continuous need for professional development in the field.

This prestigious event aims to gather pharmacy and pharmaceutical sciences students, recent graduates, and professionals from around the world. Participants can expect a rich program featuring plenaries, workshops, keynote speeches from industry leaders, and networking opportunities designed to empower the next generation of pharmacy professionals. The congress will also include cultural activities that showcase Kenya's vibrant heritage, making it not only an educational experience but also a chance to explore the beauty of the host country. Attendees will leave with valuable insights and connections that will aid their professional development and contribute to their roles in advancing global health initiatives.

Don't miss out on this chance to be part of a transformative experience.

We look forward to welcoming you!

Karibu Kenya!

Mr. Silvanus Manyala
Chairperson of the 70th IPSF World Congress
Email: congress@ipsf.org

Date: Leaders in Training (4th to 7th August 2025)
World Congress (7th to 15th August 2025)
Post Congress Tour (15th to 18th August 2025)

Venue: [United States International University - Africa](#)

Theme: Advancing Pharmacy Education and Practice for Global Health Impact





REGISTRATION TIMELINE

WORLD CONGRESS

	Start Date	Close Date
PHASE 2 <ul style="list-style-type: none">Limited slots available	March 10, 2025 03:59 AM GMT+0	April 15, 2025 08:59 PM GMT+0
PHASE 3 <ul style="list-style-type: none">Limited slots available	April 21, 2025 03:59 AM GMT+0	May 31, 2025 08:59 PM GMT+0

Further Details About Event Registration Timeline

1. Time zone for the start and close dates is set at **GMT+0**;
2. Registration for Leaders in Training and the Post Congress Tour are included in the World Congress Registration Form;
3. There are no quotas for three *Official Delegates;
4. The quota for Phase 1 is 170 (1st Wave for Official Delegates is 100; 2nd Wave for Regular Delegates is 70);
5. Remaining slots from the First Wave will be open to both the Official Delegates and Regular Delegates during the Second Wave **IF** the number of Official Delegates registered in the First Wave does not exceed 100 delegates;
6. Phase 1 registration will be on a first-come, first-served basis;
7. The quota for Phase 2 is 100 delegates; The remaining unclaimed slots from the Phase 2 will spill over to Phase 3;
8. There is no specific quota for Phase 3. Therefore, registration will remain open until maximum capacity reached or available slots are depleted;
9. All the registration timelines are fixed unless otherwise;
10. Registration for IPSF Alumni will have a separate timeline that will be communicated later in March 2025.

*Official Delegates - Members nominated by IPSF Member Organisations to represent them at General Assembly.





REGISTRATION FOR AFFILIATED MEMBERS

Affiliated Members Package

Introduction

Designed for our esteemed alumni and friends of the federation, this package offers short-stay engagement and a unique platform to engage, network, and reminisce, while contributing to the growth and inspiration of future pharmacy leaders. This package is not just about reconnecting; it's about empowering alumni and FoF to continue shaping the future of pharmacy while celebrating past achievements.

Definition of Affiliated Individuals

The affiliated individuals of the Federation shall be:

- **Friends of the Federation:** Friend of the Federation is open to any person who wishes to support and advance the aims of the Federation both morally and financially.
- **IPSF Alumni:** Alumni are the past IPSF Members as approved by previous IPSF General Assemblies and who met one of the following criteria:
 1. Past IPSF Team Member;
 2. Past IPSF Member Organisation Contact Person;
 3. Past IPSF Member Organisation Student Exchange Officer;
 4. Past IPSF Event attendee

Package Highlights

Congress Registration, Accommodation, Meals & Local Transport

	EUR
Phase 2	€240
Phase 3	€280

Accommodation (2 Days, 3 Nights)

- **Standard Rate:** Based on double occupancy (two people sharing) for three (3) nights.
- **Single Room Supplement:** Additional €20 per person for 3 nights if opting for a private room.

Want to stay longer than 3 nights?

Extend your WC experience for €90 per person for additional day and night, with the flexibility to explore more of the Congress or Kenya's rich culture.

Do not require WC accommodation?

Please write an email expressing interest to regworldcongress2025@gmail.com for a tailored registration package. You will be required to sign a waiver of liability pertaining to your participation.

There are 30 slots for this package (15 slots in either phases).

For **LiT & PCT**, standard registration fees apply and depends on availability of slots.

Package Details

The Affiliated Members Package includes **2 days and 3 nights as follows:**

Days: Alumni-led workshop day plus an extra day prior or after.

Nights: Arrival night, Alumni Reunion & Networking Night plus an extra night.

- As per the tentative [schedule](#), the alumni-led workshop and reunion night will take place on August 12, 2025.
- Participants have the flexibility to customise their stay based on their preferences.
- The extra nights can either precede or follow Aug 12, allowing attendees to engage in other Congress activities such as the symposium, workshops, General Assembly, International Night, excursions, and Free Night.





Possible Dates Covered & Combinations

Option 1: August 10, 11, and 12

- Day 1: Aug 10 (First night; arrival)
- Day 2: Aug 11 (First day & Second night)
- Day 3: Aug 12 (Second day & Third Night)

Option 2: August 11, 12, and 13

- Day 1: Aug 11 (First night; arrival)
- Day 2: Aug 12 (First day & Second night)
- Day 3: Aug 13 (Second day & Third Night)

Option 3: August 12, 13, and 14

- Day 1: Aug 12 (First night; arrival)
- Day 2: Aug 13 (First day & Second night)
- Day 3: Aug 14 (Second day & Third Night)

Attendees can select the option that best suits their schedule and interests while enjoying a well-rounded Congress experience.

Summary:

- Aug 10 - Kenyan Night (plus workshops, abstract sessions and GA)
- Aug 11 - International Night (symposium, abstract sessions and GA)
- Aug 12 - Alumni Reunion & Networking Night (side events, fireside chat, PH campaign and GA)
- Aug 13 - Free Night (Excursion)
- Aug 14 - Gala Night & Award Ceremony (symposium, workshop GA)

You can also look at the [online tentative schedule](#) on the website.

List of possible engagement sessions/activities

• Exclusive Alumni Fireside Chat & Exhibition

A dedicated **Career Workshop** to discuss life beyond graduation and the **IPSF booth exhibition** for alumni to showcase achievements, projects, or professional ventures during the Congress.

A **panel discussion** featuring seasoned professionals sharing insights on leadership, career growth, and IPSF's role in shaping pharmacy professionals.

• Others

- 1.Excursions;
- 2.Symposia;
- 3.Workshops;
- 4.General Assembly participation (Alumni are allowed to participate as Observers);
- 5.Social Nights (Kenyan; International, Alumni, Free, Gala/Award Ceremony)
- 6.Others - Speaker opportunities for online (pre-congress) and offline (during the congress) sessions

Alumni Reunion & Networking Night

The Alumni Reunion & Networking Night at the 70th IPSF World Congress will be a vibrant and nostalgic gathering that brings together past and present IPSF members, industry leaders, and special guests. This flagship social event is designed to celebrate the legacy of IPSF, foster cross-generational connections, and inspire future collaborations.

The evening will feature a blend of networking, entertainment, and engaging activities, ensuring a memorable experience for all attendees.





REGISTRATION FOR INDIVIDUAL MEMBERS

Individual Members Package

Introduction

Individual Membership is open to individuals who are pharmacy and pharmaceutical science students or recent graduates up to four years after graduating from their first degree in pharmacy or pharmaceutical sciences.

As part of ensuring greater accessibility and inclusion for pharmacy and pharmaceutical science students, as well as recent graduates worldwide, we are excited to introduce a unique registration package tailored specifically for Individual Members (IMs)! This special package allows participants to combine their Congress registration with an annual Individual Membership fee, granting them access not only to the World Congress but also to year-round IPSF benefits and opportunities.

How does it work?

The total registration fee for new Individual Members will be:

- Event Registration Fee + One-Year IM Fee
- IM Fee is structured based on the World Bank's country classification (High, Upper Middle, Lower Middle, and Low-Income economies).

Alternatively, new individual members should pay the fee for Individual Membership to IPSF first before registering for the world congress.

Membership can be obtained during the [online registration process for new individual member](#) applicants with approval from the IPSF Treasurer, IPSF Chairperson of Internal Relation and WC Reception Committee. Please contact the IPSF Treasurer (treasurer@ipsf.org) for more information.

Excerpt from the IPSF Official Documents Adopted by the 70th IPSF General Assembly

10.4. Annual membership fees for Individual Members:

10.4.1. The fee for Individual Membership is based on the annual World Bank list of economies and its country classification to High Income, Upper Middle Income, Lower Middle Income and Low Income countries according to the countries' Gross National Income per capita. The countries are classified in four groups and the individual membership fee for each group is:

10.4.1.a. Low Income:

- 10.4.1.a.i. One-year fee = 20 Euro
- 10.4.1.a.ii. One-year fee every year thereafter = 15 Euro
- 10.4.1.a.iii. Four-year fee = 60 Euro

10.4.1.b. Lower Middle Income:

- 10.4.1.b.i. One-year fee = 25 Euro
- 10.4.1.b.ii. One-year fee every year thereafter = 20 Euro
- 10.4.1.b.iii. Four-year fee = 80 Euro

10.4.1.c. Upper Middle Income:

- 10.4.1.c.i. One-year fee = 30 Euro
- 10.4.1.c.ii. One-year fee every year thereafter = 25 Euro
- 10.4.1.c.iii. Four-year fee = 100 Euro

10.4.1.d. High Income:

- 10.4.1.d.i. One-year fee = 35 Euro
- 10.4.1.d.ii. One-year fee every year thereafter = 30 Euro
- 10.4.1.d.iii. Four-year fee = 120 Euro

Bonus Offer for Potential MiAs

Member-in-Association (MiA) applicants can also benefit from Special Registration Rates, allowing them to register at Phase 1 rates regardless of when they register, as long as slots are available. This initiative is designed to ease the financial burden on applying organisations while encouraging their engagement in the Congress. Please contact your relevant Regional Chairperson for assistance.



REGISTRATION FOR CHAPERONES

Chaperones Package

Introduction

A chaperone is a person who accompanies and looks after another person or group of people. In the context of the 70th IPSF World Congress, a chaperone may include spouses, parents, or guardians who wish to accompany a registered delegate.

Chaperone Policy & Application Process

Since the event has limited participation slots, requests for chaperone slots will be handled on a case-by-case basis. Interested individuals must send an email to the Registration and Accreditation Coordinator via regworldcongress2025@gmail.com for consideration.

Application Process for Bringing a Chaperone

- 1 Complete the Chaperone Information Google Form (provided upon request).
- 2 Receive an invoice, which will include the additional fee for the chaperone.
- 3 Follow the payment instructions outlined in the invoice.
- 4 Ensure payment is completed within 7 days of the invoice date.

Chaperone Options & Fees

- ✓ Accommodation + Meals Only: EUR 400
- ✓ Main Congress Chaperone Package (Full Programme): EUR 580

For those wishing to bring a chaperone to the LiT or PCT programme (either in addition to or separately from the main Congress), the following fees apply depending on availability of slots:

- ✓ LiT Programme: EUR 260
- ✓ PCT Programme: EUR 385

Once details are submitted, please allow a few days for the invoice to be issued. Be sure to check the invoice date and make the payment within 7 days to secure the chaperone slot.

For inquiries or requests, please contact the Registration and Accreditation Coordinator.

Terms & Conditions apply.



REGISTRATION PROCESS

Step 1: Filling out the registration form

The Registration Form to be officially availed accordingly on February 2, 2025. Complete the 70th IPSF World Congress Registration form which you can access as follows:

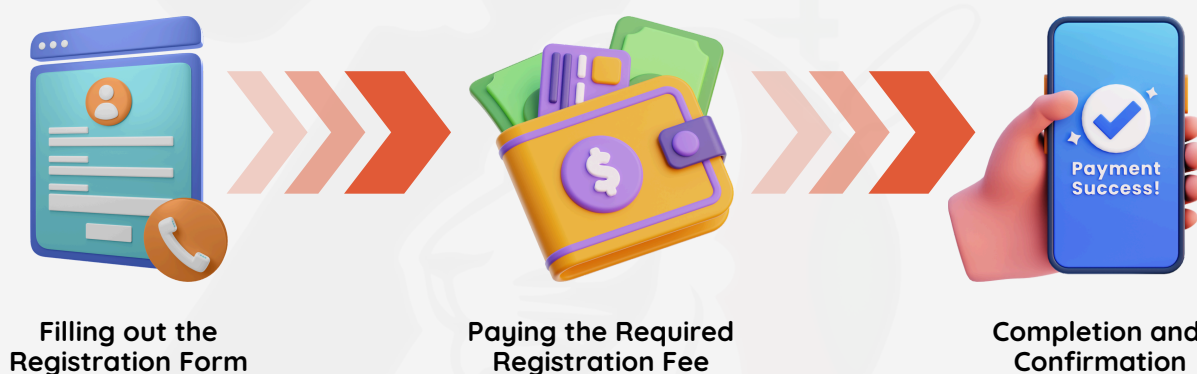
- Via the 70th IPSF World Congress [social media pages](#);
- Via the [IPSF Global](#) and [70th IPSF Word Congress](#) websites;
- On request from the Contact Person of your member organisation.

Step 2: Payment of the registration fee

Upon registration, you will receive an invoice via email with the payment details. Kindly refer to the 'Payment Procedure' section of this document for more details.

Step 3: Completion and receipt of payment confirmation email

After completion of payment, registrants will receive a Payment Confirmation email with an attachment file named '**Payment Confirmation_Registration ID**'. This email completes the registration process.



Take Note:

- Delegates are encouraged to sign up for the LiT and PCT segments of the congress early as there are limited available slots.
- Delegates may register for the three events (LiT, Main congress, and PCT) individually or choose to register for multiple events simultaneously by paying the total registration fee accordingly.
 - Delegates may register for LiT, main congress and PCT;
 - Delegates may register for LiT and the main congress;
 - Delegates may register for the main congress and PCT;
 - Delegates may register for the main congress alone;
 - Delegates may register for LiT alone;
 - Delegates **cannot** sign up for PCT alone
- Invitation letters will be sent along with the Payment Confirmation email for those who request one.
- CPs will be furnished with a CPCL template during Phase 1 registration.
- Registrants may also request an invitation letter through the Registration Form.
- All member organisations shall have the privilege of naming up to three (3) current members of that organisation to represent them as Official Delegates at the General Assembly.
- Registration for the World Congress is complete upon payment of the prescribed registration fees and receipt of confirmation by the registrant.
- Domestic delegates are allowed to pay the registration fee in the local currency (Kenyan shilling).



PAYMENT PROCEDURE

Steps for Single Registration Payment

1. Upon submission of the registration form, you will receive a **Registration Confirmation** email with an invoice attachment for individual registration.
2. Complete the payment as per the invoice **within seven (7) days** of receiving the registration confirmation email.
3. Send **Proof of Payment** (Transaction ID/Payment Reference details and high-quality scanned copy PDF file of the transaction receipt) as a reply to the confirmation email. Please rename the file as follows: "Payment Proof_Full Name_Acronym of Organisation_Phase (Number)". For example, Payment Proof_John Doe_KEPhSA_Phase 1.
4. Afterwards, you shall receive a **Payment Confirmation** email with a file attachment named "Single Payment Confirmation_Registration ID".

Steps for Group Registration Payment

Description

- Group payment can be made for a maximum of three (3) delegates for Official Delegates (ODs) and a maximum of five (5) delegates for Regular Delegates (RDs) who registered in the same phase.
- Delegates wishing to make group payments in Phase 1 can only do so with delegates of the same type i.e. ODs only or RDs only, and not ODs and RDs in the same group. Group registration of ODs and RDs in the same group will only be allowed from Phase 2 onwards, with a maximum of 5 delegates per group.
- Kindly note that ODs who wish to utilize group payment in Phase 2 and 3 must pay the Phase 2 and 3 registration fees respectively.
- Phase 1 delegates making group payments can only do so with delegates of the same type (either as ODs or RDs and not mixed).
- All delegates in a group should be from the same member organisation.
- Group payment is only applicable to delegates registering during the same phase of the registration.
- For LiT and PCT registrations, kindly check with the Congress Help Desk before making group payment.

1. Upon submission of the registration form, each individual will receive a **Registration Confirmation** email with an invoice attachment. All members of the group must have individually completed registration and received confirmation for the same prior to making the group payment request, otherwise the request will be invalid.
2. Only one representative member of a group (hereby referred to as "the remitter") shall submit a **Request for Group Payment** email with details of the group members (full names, registration IDs, member organisation and type of delegate). The email should be addressed to the Registration and Accreditation Coordinator of the Congress via **regworldcongress2025@gmail.com**. Copy the other group members on the same email by selecting "Cc". Use the same email addresses that each delegate submitted through the solo registration form. Thereafter, the remitter and hence the group members will receive a confirmation email with an invoice for group payment and additional information upon verification of the details submitted.
3. The remitter of the group must complete the payment as per the invoice (total for the group) within **five (5) days** of receiving the confirmation email.
4. The remitter MUST send **Proof of Payment** (Transaction ID/Payment Reference and high-quality scanned copy PDF file of the transaction receipt) as a reply to the confirmation email. Please rename the file as follows: "Group Payment Proof_Name of Remmitter_Member Organisation_Country". For example, Group Payment Proof_John Doe_KEPhSA_Kenya.
5. Afterwards, you shall receive a **Payment Confirmation** email with a file attachment named "Group Payment Confirmation_Registration ID".

PAYMENT AMOUNT & OPTIONS

Payment Amount



*Participants will incur the relevant transaction charges or handling fees required to make payment of the standard registration fee for the event.

Payment Options

Wire Transfers



A wire transfer is an electronic method of transferring money between banks or financial institutions, either domestically or internationally. It is a secure and fast way to send funds, often used for large transactions or when immediate availability of funds is required. This option is available to all delegates.

Online Payments



Online payments are digital transactions that allow users to send or receive money over the internet. These payments are commonly used for e-commerce, bill payments, subscriptions, and peer-to-peer transfers. This option is available to all delegates.

Safaricom M-PESA



M-PESA is a mobile money transfer and payment service launched in Kenya in 2007 by Safaricom (a subsidiary of Vodafone). It is one of the world's most successful financial inclusion tools, enabling users to send and receive money, pay bills, and access other financial services through their mobile phones, even without access to a traditional bank account. This option is available to domestic delegates in Kenya.

PAYMENT DISCLAIMER

- Payments are only accepted in Kenyan Shilling (KSH) or Euro (EUR) currencies.
- Payment can only be made through bank, card or MPESA transfer.
- Registrants must cover all handling/transaction or bank swift transfer fees. Transaction fees may vary among different banks.
- Note that the Reception Committee must receive the full standard registration fee, excluding the transaction fee, to confirm your registration.
- Transfer the appropriate amount based on your phase of registration. If you have selected LiT and/or PCT, please consolidate the amounts before transferring.
- After registration is completed, participants are not allowed to transfer their registration to a third party.
- If you need to make a payment upon arrival due to exceptional circumstances (e.g., in regions where online payments or wire transfers are not feasible), please send an email to **regworldcongress2025@gmail.com** with a detailed justification.
- In circumstances that do not allow for email use, the Chairperson of the Regional Office to which the MO belongs may initiate a request by sending the official request via email to the WC Chairperson.
- Each request will be reviewed individually, and approval is not guaranteed. The registration fee can be handled as follows

1. It can be paid by the Member Organisation's Official Delegates (ODs) upon arrival.
2. Alternatively, with prior approval from the IPSF Treasurer and the Chairperson of the Reception Committee, it may be included in the Member Organisation's Membership Fee invoice.





CANCELLATION POLICY

This cancellation policy outlines the terms and conditions for cancellations and refunds for the 70th IPSF World Congress. Delegates are encouraged to carefully review these terms prior to registration. This policy applies to all registered participants, including delegates, sponsors, and exhibitors, across all registration phases.

If one cannot attend the World Congress after completing the payment, a refund may be requested based on the following refund policy:

Cancellation Period and Refund Amount

Period of Cancellation (Time in GMT+0)	Refund Amount
Before March 31, 2025	90% refund of the total registration fee
Between April 1 & May 15, 2025	50% refund of the total registration fee
Between May 16 & June 6, 2025	25% refund of the total registration fee
After June 7, 2025	No Refund

- Cancellation of registrations confirmed via upon-arrival payment cannot be refunded.
- We cannot provide a refund under any circumstances once the WC commences.
- In the event of force majeure (including natural disasters, man-made adverse events and pandemics or epidemics) or a national emergency that makes hosting the 70th IPSF World Congress impossible, a 75% refund (excluding transaction or handling fees) will be available to all delegates.
- If partial refunds have already been processed, converting them to a full refund is not possible even if a force majeure event occurs.
- The terms of cancellation are applicable under all circumstances including but not limited to the official refusal of the delegate's visa.

Cancellation Process

- All cancellation requests must be submitted in writing to the Registration and Accreditation Coordinator of the Congress via email to regworldcongress2025@gmail.com and copy the Chairperson of the Congress (Cc) congress@ipsf.org with the subject: "[Refund Request] Registration ID Full Name". For example: [Refund Request] SM012302001 Jane Doe.

The email should include:

1. Full name of the participant
2. Member Organisation and Country
3. Registration ID
4. Reason for cancellation

Refund Processing

- Confirmation of refund approval and further instructions on the refund transfer will be sent within **14 business days** of receiving a refund request.
- Refunds will be processed within 30 business days after approval of the cancellation request.
- Refunds will be made using the same payment method used during registration.





VISA INFORMATION

Source: [eTA Kenya Website](#)

The Ministry of Interior and National Administration, State Department for Immigration and Citizen Services, Directorate of Immigration Services has developed and is operating the Republic of Kenya Electronic Travel Authorisation (eTA).

Kenya eTA is a semi-automated system that determines the eligibility of visitors to travel to Kenya. An eTA offers permission to travel and is authorised by the Government of the Republic of Kenya. The possession of an eTA is not the final authority to enter the Republic of Kenya. Admissibility will be determined at the point of entry.

The eTA application collects biographic information and answers to eligibility questions from the traveller. eTA applications for Kenya are usually processed in *three days (within 72 hours), however it is recommended applications be submitted at least 2 weeks prior to travel to ensure adequate time for processing. Travellers can submit their applications up to 3 months prior to travel. It is highly recommended that travellers apply as soon as they have booked their transport tickets. Each eligible traveller is required to apply for an eTA before starting travel.

Persons who are exempt from obtaining the Electronic Travel Authorisation (eTA) include but not limited to citizens of the East African Community Partner States. These countries include Burundi, Democratic Republic of Congo, Rwanda, South Sudan, United Republic of Tanzania and Uganda.

It is mandatory to use the [Government's official website](#) to submit your application. Applications submitted via third party websites will be automatically denied. Please note that the fee for applying for a VISA or K-ETA is not supported by the Reception Committee.

Please have the following documents ready before starting your eTA application:

1. Valid passport for at least 6 months after your planned date of arrival into Kenya, with at least one blank page
2. Selfie or passport-type photo
3. Details of your arrival and departure itinerary
4. Accommodation booking confirmation (to be provided by the Reception Committee)
5. Credit card, debit card or other means of payment
6. Contact information, email address and phone number

Based on your country of residence and citizenships the following may also be required:

1. Financial assets/banks letter(s)
2. Conference invitation/participation letter
3. Vaccination(s) or test results certificates

KEPhSA Contact Information:

- Physical Address: PCEA Foundation, Block C, Jabavu Road, Nairobi
- Postal address: P.O. Box 44290
- Postal code: 00100
- Email address: ipsfworldcongress2025@gmail.com
- Phone number: +254 757 487 761

*Please note that eTA processing time is three (3) working days but in some cases it may take longer.



IPSF CODE OF ETHICS AND CONDUCT

The International Pharmaceutical Students' Federation (IPSF) is a professional international organisation and as such holds those in close association with IPSF in high esteem. Pharmacists and pharmaceutical scientists are recognised as experts on medicines and are given a responsibility to maintain the health of patients, and the public in general. As students of these disciplines, we are held to a higher standard ethically, legally, and morally than the general public, and such IPSF holds its members and associates to this higher standard.

The Code encompasses provisions on ethics, honesty, IPSF values, professionalism, safety of delegates, data privacy, sexual harassment policy among other key items.

This Code of Ethics and Conduct applies to all those who are part of the IPSF Team and any person attending an IPSF Event and thus representing IPSF. Breach of the Code will trigger consequential actions by the IPSF Executive Committee.

All registrants will be required to sign a unique declaration and waiver of liability for the 70th IPSF World Congress, committing to abide by the terms and rules outlined.





DATA PRIVACY POLICY

Registration for the 70th IPSF World Congress operates under a privacy policy that balances user convenience with data security and regulatory compliance. As you may be aware, IPSF commits to ensuring your privacy is protected and strictly adheres to the provisions of all relevant Data Protection Legislation, including General Data Protection Regulation (GDPR), ensuring that all personal data is handled in line with the principles outlined in the regulation.

GDPR is based on seven fundamental principles for data processing:

1. **Lawfulness, Fairness, and Transparency:** Data must be processed legally and fairly, with clear communication to individuals about how their data will be used.
2. **Purpose Limitation:** Data must be collected for specific, legitimate purposes and not used beyond those purposes.
3. **Data Minimization:** Only data that is necessary for the purpose should be collected.
4. **Accuracy:** Personal data must be accurate and kept up to date.
5. **Storage Limitation:** Data should not be kept longer than necessary.
6. **Integrity and Confidentiality:** Data must be handled securely to prevent unauthorized access or breaches.
7. **Accountability:** Organizations must take responsibility for complying with GDPR and demonstrate their compliance.





FREQUENTLY ASKED QUESTIONS

Changes in Registration

Q. Can I edit my registration information after initial submission?

If you need to make changes to the registered information, such as but not limited to :

- Personal Information (e.g., name, email address)
- Cancellation/Registration of PCT and/or LIT
- Group payment delegates

You have up to **five (5) days** after the initial submission to inform the Registration and Accreditation Coordinator of the changes you wish to make. Ensure that the subject of your email is formatted as “[Changes in Registration] Registration ID and Name of Member Organisation”. For example, [Changes in Registration] SM01230200 KEPHSA, Kenya. Note that this will be within the seven-day payment window. Registrants are advised to ensure that they carefully submit accurate details during registration.

Cancellation of Registration

Q. What is the refund policy for Congress registration?

Cancellations made before March 31, 2025, will receive a 90% refund of the registration fee; between April 1, 2025 and May 15, 2025, will receive a 50% refund of the registration fee; between April 1, 2025 and May 15, 2025, will receive a 50% refund of the registration fee; between May 16, 2025 and June 6, 2025, will receive a 25% refund of the registration fee.

Cancellations after these dates and no-shows will not be refunded.

All cancellation requests must be submitted in writing to the Registration and Accreditation Coordinator of the Congress via email to regworldcongress2025@gmail.com and copy the Chairperson of the Congress (Cc) congress@ipsf.org as indicated in the cancellation policy section of this guideline.

Confirmation of Registration

Q. How can I obtain a receipt for my registration?

Once your registration is completed, you will receive an official registration confirmation email and invoice in PDF format.

Confirmation of Payment

Q. How can I obtain acknowledgment of registration fee payment?

After payment confirmation by the Reception Committee, you shall receive a Payment Confirmation email with a file attachment acknowledging receipt of the payment..

Certificate of Participation

Q. Will I receive a certificate for my participation?

Yes, certificates of attendance will be issued to all participants who fulfill their roles during the Congress. These will be available after August 20, 2025.

Participation in Professional Development Competitions

Q. How can I participate in PD events during the Congress?

There will be multiple IPSF Professional Development Competitions to be held during the Congress and more information regarding participation will be made available in the respective competition guidebook.



FREQUENTLY ASKED QUESTIONS CONT...

Registration Procedure

Q. How many ODs can register per organisation?

Official Delegates (ODs) are representatives to the General Assembly upon provision of Credential Form signed by the Contact Person and President of the respective member organisation. Each member organisation can send up to 3 ODs. If you are not an OD, you can participate in the World Congress as a Regular Delegate (RD).

Q. Can RDs wishing to register make a group payment with the ODs?

Yes. However, group payment in Phase 1 is only permissible either within ODs or within RDs. Please note that a combination is only allowed in Phase 2 and 3.

Q. Is there a quota of delegates for each phase of registration?

Yes. The quota for Phase 1 is 170 (1st Wave for Official Delegates is 100; 2nd Wave for Regular Delegates is 70). Remaining slots from the First Wave will be open to both the ODs and RDs during the Second Wave IF the number of ODs registered in the First Wave does not exceed 100 delegates. Phase 1 registration will be on a first-come, first-served basis.

The quota for Phase 2 is 100 delegates. Remaining slots from the Phase 2 will spill over to Phase 3.

There is no specific quota for Phase 3 until maximum capacity reached.

Q. Can delegates pay on arrival?

If you need to make a payment upon arrival due to exceptional circumstances (e.g., in regions where online payments or wire transfers are not feasible), please send an email to regworldcongress2025@gmail.com with a detailed justification. Each request will be reviewed individually, and approval is not guaranteed.

Q. Who is eligible to register to participate in the event?

To participate in the 70th IPSF World Congress, individuals must meet specific eligibility criteria.

Member organisations are responsible for informing the Reception Committee and the Executive Committee as to which applicants shall participate as ODs from the organisation.

All congress participants are required to be either members of subscribed IPSF member organisations, alumni, individual members, friends of the federation or observers for the mandate 2024/2025.

Membership can be obtained during the [online registration process for new individual member](#) applicants with approval from the IPSF Treasurer, IPSF Chairperson of Internal Relation and WC Reception Committee. Organisations applying for IPSF membership shall have the right to send up to three (3) delegates to participate as ODs in the General Assembly.

Kindly check with your member organisation's Contact Person for evidence of membership.

If unsure about membership status, please submit an inquiry to the IPSF Chairperson of Internal Relations via internal@ipsf.org.

Q. Can delegates register for more than one part of the Congress?

Delegates can complete registration to participate in all three parts of the World Congress simultaneously by paying the total registration fee accordingly.

Delegates may register for **LiT+main congress+PCT** OR **LiT+main congress** OR **main congress+PCT** OR **main congress alone** OR **LiT alone**.

Delegates cannot sign up for PCT alone

Group Payment

Q. Can delegates from different organisations make group payments?

No. Delegates from different organisations are not permitted to make group payments.

This restriction is made to address the challenges associated with facilitating the registration process and managing the complexities and risks in processing cancellation policies.



FREQUENTLY ASKED QUESTIONS CONT...

Post Congress Tour

Q. Is a Visa or any documents required to enter Mombasa Island for PCT?

No visa or additional documents are required to enter Malindi since we will be using a “domestic flight” from Nairobi to Malindi. Only a valid passport is required.

Q. Do I have to purchase a flight ticket to Malindi individually for PCT?

No. A delegate who joins PCT does not need to individually purchase a flight ticket to Malindi, as the cost of the flight ticket to Malindi is already included in the PCT registration fee. The WC Reception Committee will handle the flight booking from Jomo Kenyatta International Airport (NBO) to Malindi Airport (MYD/HKML) on behalf of the PCT participants.

Alumni Package

Q. Who are IPSF alumni?

Alumni are the past IPSF Members as approved by previous IPSF General Assemblies and who met one of the following criteria:

- Past IPSF Team Member;
- Past IPSF Member Organisation Contact Person;
- Past IPSF Member Organisation Student Exchange Officer;
- Past IPSF Event attendee

Q. Can alumni join the 70th IPSF World Congress 2025?

Yes. The Alumni Package will be provided separately, and it will differ partially from the World Congress schedule of the delegates. The final schedule and registration guideline for the Alumni Package will be announced in March. Alumni are allowed to participate in the General Assembly as Observers.

Individual Members Package

Q. Who are Individual Members?

Individual Membership is open to individuals who are pharmacy and pharmaceutical science students or recent graduates up to four years after graduating from their first degree in pharmacy or pharmaceutical sciences. Only registrant who are not able to join a member organisation are eligible to register as an Individual Member, after paying both the Individual Membership fee and registration fee for the event.

Q. There is no representative organisation in IPSF or the organisation does not recognise you as a member but want to participate in the congress as a pharmacy or pharmaceutical science student or recent graduate?

There will be a unique registration for **new individual members** of the Federation as well as **new member organisations** that are applying for IPSF membership. This simply entails payment of membership subscription fee of individual members as guided by the IPSF Treasurer plus the standard registration fee. For instance, the total registration fee for new individual members at the upcoming WC will be Standard WC Reg Fee + Individual Membership Fee. In other words, the Reception Committee recommends as follows:

- 1.To make it easier, new individual members may pay the total fee as explained above from which the membership fee will be subsequently remitted to IPSF on their behalf by the Reception Committee.
- 2.Alternatively, new individual members should pay the fee for Individual Membership to IPSF first before registering for the world congress.

*The annual membership fee for Individual Membership is based on the annual World Bank list of economies and its country classification to High Income, Upper Middle Income, Lower Middle Income and Low Income countries according to the countries' Gross National Income per capita. Please contact the IPSF Treasurer (treasurer@ipsf.org) for more information.

CONTACT INFORMATION

If you have any further questions regarding the registration process, please do not hesitate to contact us at:

- **Registration Inquiries:** regworldcongress2025@gmail.com
- **General Inquiries:** ipsfworldcongress2025@gmail.com
- **WhatsApp Help Desk:** +254 757 487 761

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- **WhatsApp Channel:** [70th IPSF World Congress 2025](https://www.whatsapp.com/channel/0029va8935011304502800000)





70TH IPSF
WORLD CONGRESS
REPUBLIC OF KENYA - 2025
7TH - 15TH AUGUST 2025



Register for the 70th IPSF World Congress



12% discount on both Business and on Economy class fares to all participants departing from **all ET online cities to Nairobi, Kenya.**

- Fare is valid for ALL participants of 70th IPSF World Congress;
- Discount shall apply on ET operated sectors only;
- Discount is applicable on all fare basis except promotional fares;
- Fare is net to ET, Non-commissionable;
- No additional discount applies including CHD and INF;
- Fares can only be sold at ET office, on ET's website;
- Fare discount is valid for sales up to August 19, 2025;
- Travel Validity period is July 24 – August 29, 2025;
- Participants must submit ticket number and/or details to the Reception Committee;
- All other rules and conditions shall apply per system.

PROMO CODE ETK75

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70TH IPWF
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