

## **REGISTRATION TERMS AND CONDITIONS**

### **CIMVHR Forum 2018**

All guests at Forum must be registered guests.

All guests must be registered using the CIMVHR online registration system.

All fees must be fully paid before Forum. Unpaid registrants will not be permitted to attend.

Photo ID will be required to receive registration credentials at the venue.

Registration for Forum provides attendees with access to any and all “open” sessions, meals and breaks.

There are no “partial” or “day” rates for registration.

#### **Refunds & Cancellations**

In the event that a registrant can no longer attend Forum 2018, and if Forum organizers are notified in writing (6 weeks before the start of the conference (on or before September 1<sup>st</sup>, 2018), a refund will be issued.

All refunds are subject to a \$50.00 administration fee. This fee will be withheld and the remainder of the registration fees refunded.

No refunds will be permitted after September 1<sup>st</sup>, 2018 unless approved by Forum organizers.

#### **Transfers**

In the event that a registrant cannot attend, they may transfer their registration to someone new.

Notice of the transfer must be completed on or before September 1<sup>st</sup>, 2018.

No transfers will be permitted after September 1<sup>st</sup>, 2018.

To transfer a registration, email details of the proposed transfer in writing ([cimvhr@queensu.ca](mailto:cimvhr@queensu.ca)) on or before September 1<sup>st</sup>, 2018.

Only the original registrant may request the transfer.

#### **Carryovers**

No registrations will be carried over to the next year.

#### **Anti-harassment policy**

Forum 2018 provides a harassment-free conference experience for everyone. Conference participants acting in a harassing way to organizers or other attendees may be sanctioned or expelled from the conference without a refund at the discretion of the organizing committee.