

REGISTRATION TERMS & CONDITIONS

Please read these terms and conditions carefully. These terms and conditions are subjected to change from time to time without prior notice.

1. **IDF-WPR & AASD 2014 Materials.** You will receive the IDF-WPR & AASD 2014 documentation/materials, your personal name badge at the registration desk at Suntec Singapore.

2. **Registration Desk Opening Hours.** The registration desk will open:

Date	Time
Friday 21 Nov '14	3 – 6pm
Saturday, 22 Nov '14	7am – 7pm
Sunday, 23 Nov '14	8am – 7pm
Monday, 24 Nov '14	8am – 12noon

3. **Travel and Transportation.** All delegates are responsible for arranging their own travel and transportation. Please note that all delegates travelling into Singapore must meet the following entry requirements.

- A valid travel document (minimum validity of 6 months);
- Onward/return ticket;
- Entry facilities to next destination;
- Sufficient funds to stay in Singapore, and/or
- Entry Visa for Singapore

4. **Entry Visa Requirement.** Delegates are advised to check with the Consulate/Embassy of Singapore in their country on the visa requirements. Please note visa processing may take up to four weeks. We recommend you to apply as early as possible before the IDF-WPR & AASD 2014. The IDF-WPR & AASD 2014 Secretariat will not be held liable for any failed visa applications. For more details on entry visa requirement, please visit [Singapore Immigration and Checkpoints Authority \(ICA\) website](#).

5. **Registration Policy.** The IDF-WPR & AASD 2014 registration policy is as follow and applies to all individual and group registrations.

- **Cancellation and Refund.** All cancellation requests must be submitted in official writing by fax, letter or email to MCI Group Asia Pacific Pte Ltd, The Official Registration and Accommodation Agency. For all cancellation requests received between 22 February 2014 to 21 June 2014, a cancellation fee of 25% of the total registration fees will be applicable. For all cancellation requests received between 22 June 2014 to 21 October 2014, a cancellation fee of 50% of the total registration fees will be applicable. No refunds will be permitted for cancellations received after 21 October 2014. All refunds will be made within 3 months after the event.
- **Modification and Substitution.** All modification and substitution requests must be submitted in official writing by fax, letter or email to MCI Group Asia Pacific Pte Ltd, The Official Registration and Accommodation Agency. For replacement of a delegate under individual registration, written permission from the original registered delegate will be required, along with full contact details of the substituted delegate. For replacement of delegates under a group registration, the substitution must be from the same organization. An administrative fee of SGD80 will be applicable for such requests.
- **Junior Scientist, Undergraduate Student, Students Registration.** All junior scientist, undergraduate student, students are required to submit a proof letter of their status from their programme director on institutional letterhead prior to the IDF-WPR &

AASD 2014 via fax, letter or email to MCI Group Asia Pacific Pte Ltd, The Official Registration and Accommodation Agency, by 31 October 2014. Should there be no valid proof letter of fellow/trainee status received by 31 October 2014, the IDF-WPR & AASD 2014 Secretariat reserves the right to reject any registration or entry to the symposium, or revert from the reduced registration to the standard rate based on the date of original registration and the delegate would be required to pay the remaining balance prior to the IDF-WPR & AASD 2014.

- Outstanding Balance. All delegates are advised to arrange for full payment prior to the IDF-WPR & AASD 2014 to avoid any delays in collecting their badges and materials on-site. No badges and materials will be issued to delegates with an outstanding payment.
6. **Hotel Accommodations.** The IDF-WPR & AASD 2014 Secretariat is arranging preferential group rates with the following hotels which will be made available online soon.
 7. **Delegate Badge/Security.** For security reasons, all delegates will be issued a badge onsite that is required to be worn at all times during the symposium and at any organised functions. Badge swapping is strictly prohibited. In the event of a lost or forgotten badge, an administrative fee of SGD 80 will be charged for the reprint of the badge after verification of identification (passport, driving license or other recognized identification paper).
 8. **Insurance and Liability.** In the case of Government intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for the IDF-WPR & AASD 2014 to take place at the time and place provided, the delegate shall waive any claim for damages or compensation except the amount paid for registration after deduction of actual expenses incurred in connection with the IDF-WPR & AASD 2014 and there shall be no future liability on the part of either party. All delegates are encouraged to obtain adequate cover for travel, health and accidental insurance before they depart from their countries. The organisers, their suppliers or agents will not be held liable for any personal injuries, or loss of, or damage to, private property belonging to the IDF-WPR & AASD 2014 delegates.

The IDF-WPR & AASD 2014 Organising Committee reserves the right to amend, delete and add to the terms and conditions at any time without prior notice.