

HICAP 2017 Terms and Conditions

ONLINE NETWORKING FEATURE: Registration for the conference provides access to an online networking feature, which allows delegates to search and contact other registered delegates before and during the conference. The feature enables communication via e-mail, but your e-mail address will not be disclosed to other delegates. All e-mail addresses will remain confidential at all times in the networking feature. **By registering for the conference, you are automatically included in the networking feature.**

Check here if you would like to opt-out of the online networking feature:

REGISTRATION INFORMATION: Registration for the conference includes the applicable delegate roster and all sessions, meal functions, receptions, and networking breaks listed in the final conference program. To be included in the applicable delegate roster, payment must be received in full by 25 September 2017. Travel and lodging arrangements are the sole responsibility of the delegate and are not included in the registration fee. Registrations are only taken online, via fax, and via mail. Registrations cannot be taken over the phone. An e-mail confirmation will be sent to you upon receipt of your registration information. Contact information you provide during the registration process will be shared with other conference delegates and sponsors to facilitate networking and building professional relationships and to inform you about the conference. The hosts may use your contact details to advise you of other events and related information. **Please contact us in writing if you do not want this information shared. *If you do not wish your cell phone to be included in the delegate roster, please check the appropriate box (above) on the contact information page during the registration process.** All delegates must wear their name badge at all events/functions held in conjunction with the conference. Photo identification will be required upon check-in at the registration counter and throughout the conference. Lost badges will incur a replacement fee. **Spouses and Guests** are not permitted unless fully registered. Conference management reserves the right to qualify all registrants and allow or prohibit anyone from attending. Topics, speakers, agenda, networking, and other conference events are subject to change without notice.

CANCELLATIONS AND REFUNDS: Cancellations are by written request from the registered delegate only and apply to the policy in effect on the date the notification is received in the Conference Registration Department. Cancellation requests must be received on or before 8 September 2017, and are refundable less a US\$200 per person processing fee. Cancellations received after 8 September 2017 are non-refundable. Conference registration is transferable to another person interested in attending the same conference only. Conference registration is transferable with written notice from the registered delegate only, up to 4 October 2017. After 4 October 2017, conference registration is transferable with written notice for a fee of US\$200. Should any balance remain unpaid, the purchaser agrees to pay costs incurred for collection. If any part of the conference should be changed or cancelled, the conference hosts are not responsible for covering airfare, hotel, or any other costs.

TRAVELERS INSURANCE: Conference hosts suggest that delegates purchase travel insurance to cover prepaid, nonrefundable travel expenses such as airfare and conference registration fees in the event of flight delays caused by severe weather; illness or family emergencies; and other unforeseen circumstances that may prevent you from attending.

RECORDING AUTHORIZATION: I hereby release the conference hosts, partners and employees, contractors and agents, the photographer/videographer and any other associated vendors from any and all claims or liabilities for any photographs, video and/or audio record taken for marketing or distribution to conference attendees and the general public.