



Registration terms and conditions

A. General information

- Admission is by registration only.
- Entry to the conference is subject to full payment being received by the Organisers prior to its commencement.
- The Organisers reserve the right to refuse entry or purchase of a registration to any person without giving reason.
- All passes are non-transferable and have to be worn at all times. All participants are advised to bring along personal identification as security checks may be carried out at the Organisers' discretion.
- VCF funding is for eligible staff/volunteers from NCSS member Agencies and MSF-funded Agencies.

There are limited places for VCF-eligible participants. To secure your place in the conference, participants are required to register by 30 November 2019.

Participants must submit a VCF Local Training Grant application and obtain a VCF Approval Letter via the [NCSS e-Services](#) before registering for the conference.

VCF applications are subject to VCF approval and only staff/volunteers with approved VCF applications are eligible for VCF funding. Please attach the VCF Approval Letter when you register for the conference.

Participants will not be entitled to VCF funding if the Organisers do not receive the VCF Approval Letter. Participants will then be asked to bear the full cost of the conference.

Participants with pre-approved VCF funding will pay the Organisers the net registration fee after VCF funding, subject to available VCF-eligible places. The Organisers will claim the VCF approved funding directly from the VCF Secretariat.

VCF funding applies only to the Super Early and Early Bird registration period. The full conference fee is payable if you register after the Early Bird registration period.

Participants with approved VCF funding must submit the [completed evaluation form](#) to the Organisers (clarawee@alz.org.sg) at the end of the conference on 21 March 2020. Submission of the evaluation form is mandatory to be eligible for VCF funding.

If the completed evaluation form is not received at the end of the conference, participants with approved VCF funding will have to bear the remaining conference fee.

B. Entitlements

- Registration includes
 - Access to all sessions
 - Access to exhibition area
 - Programme book
 - Access to online programme and abstract book
 - Opening and closing ceremonies
 - Welcome reception
 - Lunches and coffee breaks



- Accompanying person's registration provides admission to the Welcome reception only.
- Exhibitor passes provides admission to the exhibition area only and no access to the sessions. Lunches and coffee breaks are included.

C. Registration periods and Fees

- All fees payable are in **Singapore Dollars** and inclusive of Goods and Services Tax (GST).
- Students must provide student identification to receive the reduced student registration rate.
- Super early bird registration rates are applicable until Friday 13 September 2019, Greenwich Mean Time (GMT +8). Thereafter early bird registration rates will apply.
- Early bird registration rates are applicable until Saturday 30 November 2019, Greenwich Mean Time (GMT +8). Thereafter advanced registration rates will apply.
- Advanced registration rates are applicable until 18 March 2020, Greenwich Mean Time (GMT +8). Thereafter onsite registration rates will apply.
- Onsite registration rates will apply from 19 March 2020, 00:00 hrs, Greenwich Mean Time (GMT +8) until the end of the event.
- Registration for the conference is only confirmed upon receipt of payment.
- Payment should be made online by credit card (MasterCard or Visa only) during the registration process.

CI. Cancellation and substitution policy

- The Organisers reserve the right to cancel a participant's registration if payment is not made within 30 days of registration.
- Substitutions can be made at no charge until 19 January 2020, after which there will be a charge of SGD 70. Notice of substitution must be given in writing by 5 March 2020.
- For cancellations made after 19 January 2020, no refund will be possible. Cancellations prior to this will incur a charge of SGD 140. No refund of the registration fee will be made for non-attendance.
- Notice of substitution or cancellation must be given in writing to the Organisers at adi2020@singex.com.
- Cancellation and substitution policy do not apply to VCF-eligible participants. No refund of the registration fee will be made for any cancellation or non-attendance.

CII. Payment of Registration Fees

- Registration for the Conference is only confirmed upon receipt of payment. Once payment has been received, an email confirmation will be sent. If payment is not made at the time of booking, registration will be provisional.
- Please note that payment made via credit cards issued by non-Singapore issuing banks may be subject to a currency conversion charge imposed by the respective credit card issuing bank. Please contact your bank to enquire on the applicable rates and charges. Bank charges must be covered by the card holder.

CIII. Visa requirements / Invitation letter

- It is the sole responsibility of the attendee to take care of visa requirements. Attendees who require an entry visa must allow sufficient time for the visa application procedure. Attendee registration details might be shared with the immigration authorities to assist in the immigration process. However, the Organisers will not contact embassies and consulates on behalf of visa applicants.



- To receive an invitation letter for the conference, attendees must first register and pay the registration fees in full. After that, attendees can send a request for an invitation letter to adi2020@singex.com.

G. Alterations to programme – Cancellation / Postponement of event

- The Organisers reserve the right to amend the conference programme, venue, dates, and timings of the conference at any time and/or to cancel the whole or any part of the conference.

H. Photography & Filming

- The Event is held in a public space, therefore the Organisers does not prohibit participants from photographing or video or audiotaping some conference activities. The Organisers reserves the right to use images taken at the conference with your photograph and/or likeness in future materials.

I. Badge Scanning

- You may be asked to scan your badge either at exhibit booths and/or session rooms. Please note scanning of your badge is mandatory. When your badge is scanned by exhibitors and/or sponsors during the Event, you are opting-in to receiving communications from that entity. You will be subjected to their communications and privacy policy and must opt-out with them directly.
- To be eligible for VCF funding, participants must achieve minimum 75% attendance. It is **mandatory** to have your badge scanned before you enter any conference session. There are minimally 2 plenary sessions and 2 parallel sessions per day of the conference. For VCF-eligible participants to fulfil 75% attendance, you must attend at least 3 out of 4 sessions in a one-day conference or at least 9 out of 12 sessions for the full 3-day conference. Participants who do not fulfil the minimum attendance requirement will have to bear the remaining conference fee.

J. Data Collection

- By registering for the conference you agree that your personal information as stated in the registration form and provided by you during the conference may be collected, used and disclosed by the Organisers and/or its authorised agents or appointed third parties, for marketing and promotional campaigns of the Organisers, for the promotion of other events and/or conferences organised or managed by the Organisers, and for the purpose of this Event, including but not limited to, the facilitating and processing of payment.