

MAREC SUMMIT 2019

PAYMENT POLICY

INDIVIDUAL REGISTRATION POLICY

- Space is limited and on-site registration cannot be guaranteed.
- To qualify for the early bird rate, both a completed registration form and full payment must be received before 1st February 2019.
- Payment received for the Summit must be the full amount as per the registration fee requirement and not inclusive of bank service charges.
- All bank service charges are to be borne by the delegate. Overseas delegates to pay in RM.
- Delegates will be required to resolve any unpaid balances by bank transfer prior to the convention or via cash or credit card on-site upon registration.
- Unpaid balances must be paid for in advance before the start-up of the event. Attendees will not be allowed in unless they have registered and paid in full.



GROUP REGISTRATION POLICY

- Group registration is only available for groups of 5 or more delegates. If a group is smaller, then individual registration is available online for each delegate. All group registrations must be submitted according to the group quantity as stated above in order to receive the stipulated discount. Once a group registration is done, the group discount entitlement will be determined. Following this no new participant shall be included for further group discount.
- Payment must be received in full before your group can be processed into our system.
- Member and Non-member rates: All member details/numbers must be shown in the spreadsheet provided to you so that we can verify their membership status before proceeding with the next step of processing your group registration.
- If payment is not received ahead of a particular deadline, the higher rates will then apply to the registrations. The group discount is only valid after the early bird rates.
- Complete the MAREC Summit Group Registration Form and submit to projects@miea.com.my

CANCELLATION, REFUND and NO-SHOW POLICY

- All registration cancellations received before Feb 20, 2019 will be charged a RM300 processing fee
- There will be no refunds or credits for cancellations received after Feb 20, 2019.
- Cancellations must be received in writing by email to projects@miea.com.my.
- A registered attendee who does not submit a written cancellation or attend the conference is considered a no-show and is not eligible for a refund.
- Group Discount: No cancellations are allowed once the group discount is given but substitution of participant is allowed.

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