



## Conference Terms and Conditions

1. Payment must be made during the registration process. The organisers reserve the right to refuse admission to those who have not paid.
2. Fees do not include travel, insurance, local transfers or accommodation.
3. Papers for presentation will NOT be included within the programme unless the conference registration fee has been received in full.
4. Bookings will be acknowledged by email.
5. Notification of cancellation must be in writing - either by email, fax or letter and received by the Regional Studies Association before 1st January 2018.
6. Cancellations received on or before 11th December 2018 will be refunded 50% of the registration fee paid.
7. Cancellations received after 11th December 2018 will be non-refundable.
8. Non-arrivals will be non-refundable for any reason.
9. Substitute participants will be accepted at any time – a name will be required.
10. Shared places are not permitted.
11. The organisers reserve the right to change the speakers and programme.
12. The organisers accept no responsibility for the views or opinions expressed by speakers, chairpersons or any other person at the event.
13. In the unlikely event of conference cancellation by the Regional Studies Association conference registration payments will be refunded in full.
14. The organisers do not accept any liability for the cost of any pre-booked travel tickets or other expenses and therefore purchase of appropriate insurance is advised.
15. Please note membership status will be checked – if you register for the conference as an RSA member but your membership is not paid you will be invoiced for membership at the prevailing rate or the balance between member and non-member rate whichever is the lesser and your paper will not be accepted until the full fees are paid.
16. The Regional Studies Association strongly advises delegates requiring a visa and/or other travel documentation to enter New Zealand to make their application in their home countries at least three months before the intended date of travel. Obtaining the correct travel documentation on time is the sole responsibility of the delegate. Where a delegate is unable to attend because of failure to obtain a visa on time, the normal cancellation policy for registration fees will apply.
17. Data Protection – information given during the registration process will be held in our database and we would like to use it to inform you about our events from time to time. Please inform the office [data@regionalstudies.org](mailto:data@regionalstudies.org) if you do not wish to be included in this service.