

REGISTRATION GUIDELINES FOR THE ATECA CONFERENCE 2019

All delegates registering via our website (www.elfa-training.com) receive a **registration number and invoice** by email after the submission of the Online Registration Form. **Please do not send any payment by bank transfer without the registration number and delegate's name included in the payment details.**

REGISTRATION FEES

ATECA Conference 3 rd to 5 th December 2019 Nairobi-Kenya		Standard Registration
Three day Registration fee		500 \$
Two day Registration Fee		400 \$
One Day Registration Fee		200 \$
When registering more than one person under one company / organization, please contact the ELFA Secretariat to determine group fees and the preferred invoicing setting. Email: info@elfa-training.com		

Unpaid or partially paid registration fees will not be considered as valid until full payment is made.

ATECA CONFERENCE REGISTRATION FEE INCLUDES:

- Coffee/Tea Breaks and Refreshments
- Lunch Meals
- Certificate of Attendance
- Evening Dinner on Wednesday, 4th December 2019 for 2 days registered participants and 3 days registered participants only.
- Conference folder with programme booklet including abstracts of presentations and promotional materials

Travel and accommodation costs are not covered by the registration fee.

Only those who pay and attend the full 3 days Conference programme will receive a certificate of attendance.

INSURANCE

The registration fee does not include delegates insurance against accidents, sickness, cancellation, theft, property damage or loss. Delegates are advised to take out adequate personal insurance.

CONFIRMATION

On completion of the online Registration Form, each delegate receives a registration overview along with an email notification confirming the received payment and/or amount outstanding.

PAYMENT

All fees should be paid in US Dollars (\$), free of all bank charges.

PAYMENT BY BANK TRANSFER

Please do not send any payments by bank transfer without the registration number and delegate's name included in the payment details.

The payment by bank transfer is available until 30th November 2019. After this date, registration payments can still be done through multiple online payment options, i.e. credit / debit cards, select mobile money services and e-wallet.

ONLINE PAYMENT BY CREDIT / DEBIT CARD

In case of rejected online credit / debit card payment, the delegate is advised to restart the online registration and online payment process. Should the trouble with the payment persist, the participant is advised to first contact the credit / debit card issuer / bank and check if online transactions are not disabled on the credit / debit card.

ONLINE PAYMENTS SERVICE PROVIDER

All online payments are processed via DPO secure connection. DPO Ltd conforms to international standards and it meets the strictest safety requirements of the MasterCard secure code and verified by VISA standards as defined by the MasterCard and VISA Card Associations.

FINAL INVOICE

The final invoice will be issued based on details provided while registering (step Contact / Invoice details). Any change of such details (address, VAT number, etc.) is possible only within 3 days from the date of registration. Please contact us to ask for your receipt in case you have not received an automatically generated receipt.

CANCELLATION / REFUND POLICY

Cancellation of Registration:

Until midnight 30th September 2019 a USD 50 administrative fee will be deducted from all refunds.

From 1st October 2019 until 31st October 2019, 50% of the fee will be refunded.

From 2nd November 2019 no refund can be processed.

GROUP REGISTRATION

Group registration cannot be processed online under one email address identification; each delegates will need to have his/her own profile set up with unique email address. Please contact ELFA secretariat.

RESPONSIBILITY

The delegate acknowledges that she/he has no right to lodge damage claims against the organisers should the holding of the event be hindered or prevented by unexpected political or economic events or generally by force majeure, or should the non-appearance of speakers or other reasons necessitate changes in the programme. With registration, the delegate accepts this proviso.

DATA PRIVACY AND SECURITY

We take your privacy very seriously and in order to comply with Data Protection legislations on consent requirements, we need you to confirm that you agree with our Privacy Policy during the process of creating the account in our system. Feel free to contact us with any questions in regards to the Privacy Policy, Data Protection in general by email or by phone.