

ATTENDANCE

- Registration is open to all Rotarians. Rotarian attendees may also register other non-Rotarian guests.
- Rotarians wishing to attend from overseas must resolve any VISA or immigration issues themselves. Rotary cannot assist with VISA applications or immigration advice.
- Rotarian attendees may also register current Rotary Foundation Scholars, Interactors, current Youth Exchange Students and persons under 18 years of age at the commencement of the Rotary Conference; these guests are **EXEMPT** from the registration fee.
- New Rotarians (inducted on or after 9th April 2017) can take advantage of the discounted registration fee.
- If the partner of a new Rotarian is a Rotarian inducted prior to **9th April 2017**, full fees apply to the partner.
- Rotaractors and their partners, can both take advantage of the discounted registration fee. If the Rotaractor and/or partner is a Rotarian, then full fees apply.
- You must be a registered attendee to attend any part of the Rotary Conference including all functions, conference dinners and entertainment.
- If payment has not been received 28 days prior to the first day of the Rotary Conference, your booking will be cancelled so that the Association does not incur any expenses on your behalf.
- Where the Early Bird registration fee discounts are given, payment is to be received at the time of registration. The Early Bird discount expires on **30th November 2017**. If, for whatever reason, payment is not received by the expiry date, the Early Bird discount will be removed and the full registration fee will be applicable.

REGISTRATION FEES CANCELLATION/FAILURE TO ATTEND

- The Rotary Support Centre staff shall be responsible for granting refunds of registration fees in accordance with the principles approved by the General Council, except in particularly complex cases or when an appeal is made in which case the matter shall be considered by the Conference Committee. The guidelines for the refund of conference registration fees shall be as follows.
 - (a) Cancellations are subject to a £5.00 service fee. Any refund due will be minus this charge.
 - (b). Notification of cancellation has to be received in writing by the Conference office, stating the reason for the cancellation.

(c) Cancellation Policy

Cancellations received on or before Friday 9th March 2018	Full refund on registration fee. Full refund on function tickets.	£5 cancellation fee applicable.
Cancellations received between Saturday 10th March and Thursday 22nd March 2018	Refund of 50% of registration only.* No refund on function tickets.	£5 cancellation fee applicable.
Cancellations received after Friday 23rd March 2018	No refund.*	£5 cancellation fee not applicable.

*Unless due to serious illness or bereavement. See Clause (d) below.

(d). Cancellations made due to serious illness or bereavement will be given consideration for a full refund for registration and ticket fees. The Serious Illness must fall under one of the following categories:

- Hospitalisation.
- Operation/surgery (Out or In-patient).
- Chronic Disease deterioration.

COLLECTION AND USE OF PERSONAL INFORMATION

In submitting your registration for this event, Rotary International in Great Britain & Ireland, will keep your personal information on an event database and your information will only be used for the purposes of administering the event and communicating with you about your attendance. The information may also be used to enable you to receive information on future conferences. Your personal information will not be transferred to any other source or third party and will not be used for any other Rotary purpose.