

Terms and Conditions

1. Payment must be made before the event or a credit/debit card will be required at the registration desk. The organisers reserve the right to refuse admission to those who have not paid.
2. Fees do not include travel, insurance, local transfers, visas and other travel documentation.
3. Papers for presentation will not be included within the programme unless the conference registration fee has been received.
4. Bookings will be acknowledged by email and will include all the information you will need for the event.
5. Notification of cancellation must be in writing - either by email, fax or mail.
6. Cancellations received on or before 23rd April 2012 will be refunded 50% of the registration fee paid.
7. Cancellations received after 23rd April 2012 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 any conference registration payments will be refunded in full.
14. The organisers do not accept liability for the cost of any pre-booked travel tickets or other expenses and therefore purchase of appropriate insurance is advised.
15. Data Protection - information given on this form will be held on computer and we would like to use it to inform you about our events from time to time. Please inform the office if you do not wish to be included in this service.
16. Please note membership status will be checked - if you register as a member but are not a paid up member for 2012 you will be invoiced separately for either membership at the prevailing rate or the balance between member and non-member rate whichever is the lesser.

***The Regional Studies Association strongly advise delegates requiring visa and/or other travel documentation to enter Beijing 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 fee and accommodation will apply.**