



**IMPORTANT INFORMATION**  
**SHRM TECH APAC 2019**

# REGISTRATION TERMS & CONDITIONS

Please read these terms and conditions carefully. These terms and conditions are subject to change from time to time without prior notice.

## Cancellation and Refund

- All cancellation requests must be submitted in writing by email to SHRM India Email: [shrmindia@shrm.org](mailto:shrmindia@shrm.org)
- The deadline for cancellation is May 10<sup>th</sup>, 2019
- No refund will be made for cancellation after May 10<sup>th</sup>, 2019
- The registration fee will be refunded after deducting 20% towards administrative charges
- All refunds will be made ONLY after the event
- Refunds will be made net of taxes
- Refunds or credit will not be given for late arrival, unattended events, or early departure
- Invoices raised after May 10<sup>th</sup>, 2019 are non-cancellable and payable to SHRM India. Non-attendance to the event in such cases will be treated as No show.

## Outstanding Balance

All delegates are advised to arrange full payments prior to the conference to avoid any delays in collecting their badges and conference materials on-site. No badges and conference materials will be issued to delegates with outstanding payment.

## Registrations under Member Category

For registrations under Member Category, **SHRM Membership needs to be active as on the date of registration**. You will be asked to provide your individual SHRM Membership number to continue. If the membership is not active as on the date of registration, the dues towards membership renewal will have to be paid or the registration will be transferred to Non-Member category. The outstanding will have to be paid to receive the conference badge and attend the conference.

## Registrations under Become a member Now Category

All registrations under Become a Member Now Category will be entitled to **One Year SHRM Internet-Only Membership**.

The membership will be processed in 21 days from the date of receipt of payment.

## Conference Badge/Security

For security reasons, all delegates will be issued a badge onsite that is required to be worn at all times during the conference and at any organized functions. Badge swapping is strictly prohibited. In the event of a lost or forgotten badge, an administrative fee of INR **1500 plus taxes** will be charged for the reprint of the badge after verification of identity (passport, driving license or other recognized identification paper).

## Conference Materials

You will receive conference documentation/materials, your personal name badge and all relevant documents during the conference at the registration desk at Novotel Convention Centre, Hyderabad.

## Registration Desk Opening Hours

May 23 `2019 THURSDAY      0800 hrs – 1600 hrs

## Travel and Transportation

All delegates/accompanying persons are responsible for arranging their own travel and transportation. Please note that all delegates/accompanying persons travelling into India must meet the following entry requirements.

- A valid travel document (minimum validity of 6 months);
- Onward/return ticket;
- Entry facilities to next destination
- Sufficient funds to stay in India, and/or
- Entry Visa for India

## Insurance and Liability

The Organizers are not responsible for airfare, housing, or other costs incurred by participants in the event of registration cancellation. Please note, in the event that SHRM Tech APAC Conference and Exposition 2019 is abbreviated or cancelled because of the circumstances beyond the Organizers Control, including, but not limited to, civil disturbance, earthquake, electrical outage, explosion, fire, freight embargo, strike or labour unrest, flood, hurricane, tornado, or other acts of God, an act of war, terrorism, or the act of any government (de facto or de jure), or any government agency or official, the Organizers reserve the right at their sole discretion, to unilaterally terminate the conference. In these circumstances, the registrant expressly agrees to waive any claim that he, she, or it may have against the SHRM India for damages or compensation, including, but not limited to, fees for registration, housing, airfare and/or incidental charges.

All delegates are encouraged to obtain adequate cover for travel, health and accidental insurance before they depart from their countries. The organizers, their

suppliers or agents will not be held liable for any personal injuries, or loss of, or damage to, private property belonging to the conference delegates and accompanying persons.

**Note: SHRM reserves the right on the personal data (Name, E-mail address, Work Phone number & Organization Name etc) captured during the registration process and may share them with Conference partners/sponsors.**

# FAQ's-Registrations

## REGISTRATION

### 1. How do I register myself?

You can register yourself through the Registration portal at [www.shrmtech.org](http://www.shrmtech.org)

### 2. How do I know that my registration is complete?

After completing registration, you will get a Bar-coded **Delegate Pass** through a **Registration confirmation email**.

### 3. What is the deadline for registration?

Early Bird price registration: 31<sup>st</sup> January 2019

Regular registration: No deadline

### 4. Is any special price applicable for early bird registrations?

Yes, up to 31<sup>st</sup> January 2019

### 5. Will the Air travel and local travel will be provided by SHRM?

You have to make your own arrangements for Travel tickets, Local Cab, VISA, Forex, Passport, Hotel etc.

### 6. I am a member, will I get any benefit?

As a member, you are entitled to a special price for SHRM Tech APAC Conference & Exposition registrations.

### 7. My membership has expired. What do I do?

Your membership should be active on the **date of registration**. You have an option to go for "Become a member Now" category and your Global internet membership will be renewed within 21 days. If you were previously a **Professional member**, please renew your membership via SHRM website and then go for Member category registration.

**Note: SHRM will verify Conference registrations with Member database on periodic basis. If it is found that any person has opted for Member category although he is not a member or has not renewed his Professional membership, Registration will be transferred to Non-member category and dues, if any will have to be paid on the Conference Day.**

## **Modification/Substitution/Cancellation**

### **1. What if I want my colleague/friend to attend as replacement?**

For replacement of delegate names under **individual registration**, written permission from the original registered delegate will be required, along with full contact details of the substitution. For replacement of delegate names under **group registration**, the substitution must be from the same organization. Please send your modification requests at [shrmindia@shrm.org](mailto:shrmindia@shrm.org) and [shrm@meraevents.com](mailto:shrm@meraevents.com)

### **2. What is the deadline for substitution/ modification/cancellation?**

For registrations: May 10<sup>th</sup> '2019

### **3. How much refund will I get after cancellation of registration?**

Refund will be made after deducting 20% net of taxes.

### **4. What if I not able to attend the event on time due to unavoidable reasons? Am I entitled to refund?**

No refund will be made for Late arrivals, No-shows, Unattended events or Early departure.

### **5. In case where invoice is raised to my company but if I am not able to attend?**

Invoice raised after **May 10<sup>th</sup> '2019** are payable to SHRM India. Non-attendance to the event in such cases will be treated as No show.

# FAQ's on Payment options

## 1. What is the fee structure for Conference registration?

Category	Launch Price	Launch-International Delegate
SHRM Member	16,400	\$350
Non member	18,900	\$400
Become a Member Now*	21,900	\$425

Category	Early bird Price	Early bird -International Delegate
SHRM Member	18,400	\$350
Non member	20,900	\$400
Become a Member Now*	23,900	\$425

Category	Regular Price	Regular-International Delegate	Regular-Student
SHRM Member	21,400	\$370	14,500
Non member	23,900	\$420	-
Become a Member Now*	26,900	\$445	17,300

## 2. What are the modes of payment?

- Crossed cheque /DD
- Credit card
- Debit card
- Net banking
- EFT(Bank transfer)

## 3. Can I make the payment Online directly after registration?

In case you are using credit card/debit card, you can pay during the registration process itself.

## 4. What if I want to pay by cheque /DD?

### For cheque/DD:

Please make the cheque in favour of "**Strategic Human Resource Management India Pvt. Ltd.**"

In addition, mention your **Name** on the back of the cheque or enclose the Invoice copy.

The cheque should be mailed to:

### **Mayank Runthla**

1507, 15<sup>th</sup> Floor, Tower-D, Global Business Park,  
MG Road, Near Fortune Hotel,  
Gurgaon-122002  
Contact #: 9899212595

## 5. What if I want to do online transfer/NEFT?

Please use the below bank account details for making the online payment:

### **Bank details**

Bank Name: Citibank N.A.

Bank Address: 4TH FLOOR, FORT HOUSE, UNIT NO 1, 224, D N ROAD, FORT, MUMBAI 400001

Swift Code: CITIINBX

Account Name: STRATEGIC HUMAN RESOURCE MANAGEMENT INDIA PRIVATE LIMITED

Account Description: CURRENT ACCOUNT INR

Account Number: 0340841018

NEFT/IFSC Code: CITI0100000

MICR Code: 400037002

**6. I want to make payment on the Conference day. Can I do that?**

Yes, you can make payment on the registration desk at the Conference venue only for the Registration fees. You have to bring the registration slip along-with Registration ID details. However, it may result in delay of issuing Conference badges and conference materials on-site.

**7. Can I make on-the-spot Conference registration and payments?**

Yes, you can make registration on-the-spot, but it is subject to availability of seats. However, it may result in delays of issuing Conference badges and conference materials on-site.