

Registration and Cancellation Policies

- Upon registering, RIMS will verify your membership status to ensure the correct registration fee is charged, regardless of the category you have selected.
- The actual amount charged will be based on your membership category and any additional items you select on the date of registration.
- To retain member pricing, membership dues must also be current and paid in full at the time of the conference and exhibition to avoid paying a balance due prior to obtaining your badge.

Registration Deadlines

Advance Registration: *May 11 – August 27, 2018
Regular Registration: *August 28 – October 27, 2018
On-site Registration: *October 28 – October 30, 2018
*Deadline dates are based on Eastern Time Zone.

Cancellations, Changes and Refunds

Requests for cancellations/refunds and registration downgrades must be submitted in writing by October 19, 2018, by emailing rims_registration@goeshow.com. All requests are subject to a US \$75 administrative fee. Refunds are not given after October 19, 2018, and RIMS will not reimburse you if you do not attend.

Please note: All administrative fees, additional registration items (such as the continuing education credit fee and the guest ticket fee[s]) and onsite registration fees are non-refundable.

Refund requests for payments made by wire transfer will be issued, less US \$75 administrative fee, within 60 days. Refund requests for payments made by credit card will be issued, less US \$75 administrative fee, within 30 business days after confirmation of receiving the request.

RIMS reserves the right to cancel this conference if conditions warrant. In the event of such a cancellation, registration fees will be refunded. However, RIMS is not responsible for any travel or lodging expenses incurred due to cancellation of the conference. If for any reason you must cancel your conference registration, please remember to cancel your housing arrangements separately. RIMS is not responsible for hotel no-show fees or any travel or lodging expenses you might incur.

Substitutions

Requests to substitute or transfer your registration must be submitted in writing by October 22, 2018 by emailing rims_registration@goeshow.com. All requests must be in writing on corporate stationery and are subject to a US \$75 administrative fee. After October 22, 2018, requests to substitute or transfer your registration must be presented onsite at the Fairmont the Queen Elizabeth hotel and are subject to a US \$100 administrative fee.

All substitutions are subject to an administrative fee, **plus** any additional fees due to differences in the member type, e.g., transferring a member registration to a non-member registration. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution.

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Onsite Registration Policies and Procedures

RIMS accepts American Express, VISA, MasterCard, cash, corporate/personal/travelers checks or money orders payable in U.S. dollars drawn from a U.S. bank for payment of registration fees.

Please note: Onsite registration fees are non-refundable.

Registration materials will be released only to the individual whose name appears on the badge. Photo identification (driver license or passport) or credit card will be required. Business cards are not an acceptable form of identification. Badges are non-transferable.

Badge Reprint

A US \$100 non-refundable fee will be charged to replace a badge for any reason, including lost or stolen badges.

Hotel Reservations and Cancellation Policies

The Fairmont the Queen Elizabeth hotel, the official RIMS ERM Conference 2018 hotel, is now accepting [hotel reservations](#) for this event. The Fairmont the Queen Elizabeth is offering RIMS ERM Conference 2018 attendees a discounted room rate for single/double occupancy. A limited number of guest rooms are available at the reduced rate on a first-come, first-serve basis until the block sells out, or until October 5, 2018.

You may also make your hotel reservation by calling the hotel directly, at 1-800-257-7544 within North America or +1-506-863-6310 internationally.

Through [this website](#) you can book, modify or cancel your hotel reservations at any time and receive updated information about this event. To take advantage of the special RIMS Group rate, please book your reservation by Friday, October 5, 2018.

If you cancel or reduce your reservation less than 72 hours prior to arrival, hotel cancellation and early departure fees will apply.

Payment Instructions

RIMS Federal Tax ID# 13-1860397

All checks must be made payable to: Risk and Insurance Management Society, Inc.

Check payments via **regular mail** must be sent to: Risk and Insurance Management Society, Inc., P. O. Box 95000-2345, Philadelphia, PA 19195-2345

Check payments via **express or overnight mail** must be sent to: Image Remit, 205 North Center Drive, North Brunswick, NJ 08902, Attention: P.O.B. 95000-2345

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Payments are typically processed within 10 business days. Payments that are not received and/or post-marked by the registration deadlines will be subject to additional fees. RIMS is not responsible for delayed mail or incorrectly addressed correspondence.

Bank Transfers

Bank transfers are payable only in U.S. dollars drawn from a U.S. bank.

Transferred funds must be sent to:

TD Bank,
469 Seventh Avenue,
New York, NY 10018,
ABA #026013673,
Swift Code: NRTHUS33,
Account Name: Risk and Insurance Management Society
Account Number: 4328914456

Registrant is responsible for all bank charges, including a US \$30 RIMS bank transfer fee, which must be added to the total amount transferred. The bank order must include the registrant name(s) and company. Please enclose a copy of your bank order with your registration form and fax both to +1 212-655-5927.

Sessions

Please register in advance for the sessions and special events that you wish to attend. Although sessions are on a first-come, first-served basis, completing your selections in advance helps RIMS assign each session a size-appropriate room to accommodate all interested participants.

Events

Only individuals registered and badged may attend conference events. Attendees must have appropriate badge to attend educational sessions, breakfasts and luncheons and to enter the Showcase. Individuals must be age 21+ in order to participate in the RIMS ERM Conference 2018 and attend all related events.

RIMS Respects Your Privacy

Mailing List: RIMS provides the attendee mailing list to exhibitors for a one-time usage. If you wish to be excluded from the mailing list, check the respective box during the registration process.

Video & Hybrid Events

Videotaping and hybrid events (including webcams, webinars, streaming video content) are prohibited inside the convention center unless you have written permission from RIMS VP of Events and Education. In the event that RIMS authorizes videotaping and use of equipment, videos may not be taken of any exhibitor booth or product other than that of your own company, except by approved press or the official videographer designated by RIMS.

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Photography

Photographs may not be taken of any sessions except by the press or the official photographer designated by RIMS.

Photo/Video Release

By registering for the RIMS ERM Conference 2018 at the Fairmont the Queen Elizabeth hotel, you acknowledge and accept that photographs or video taken of you by the Risk and Insurance Management Society, Inc. (RIMS) or its service providers, may be used for promotional materials of RIMS, including but not limited to use in annual reports, magazines, future conference programs or other promotional material, and on the Internet by RIMS and its service providers. RIMS reserves the right to publish the names of conference participants in production materials and on the Internet by RIMS and its service providers.

BADGE ETHICS, COUNTERFEITING & THEFT

Only persons registered for this conference and wearing the proper badge will be admitted to education sessions, RIMS meal functions and receptions. For security and safety, badges must be worn at all times.

Anyone found to be counterfeiting, copying or sharing conference name badges, or using a guest badge when s/he is not eligible for a guest badge, may be subject to sanctions up to and including removal from the conference and revocation of RIMS membership.