



## 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 to avoid paying a balance due prior to obtaining your badge.

### Registration Deadlines

**Standard Registration:** \*14 August – 20 November, 2019  
**On-site Registration:** \*21 November – 22 November, 2019  
\*Deadline dates are based on India Time Zone.

### Cancellations, Changes and Refunds

Requests for cancellations/refunds and registration downgrades must be submitted in writing by 8 November, 2019, by emailing [rips\\_registration@goeshow.com](mailto:rips_registration@goeshow.com). All requests are subject to a US \$75 administrative fee. Refunds are not given after 8 November, 2019, and RIMS will not reimburse you if you do not attend.

**Please note:** All administrative fees, additional registration items (such as Networking Reception guest tickets) 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 8 November, 2019 by emailing [rips\\_registration@goeshow.com](mailto:rips_registration@goeshow.com). All requests must be in writing, and are subject to a US \$25 administrative fee. After 8 November, 2019, requests to substitute or transfer your registration must be presented onsite at the Sofitel Mumbai BKC hotel and are subject to a US \$25 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.



## Registration and Cancellation Policies

### Onsite Registration Policies and Procedures

RIMS accepts American Express, VISA, MasterCard, cash, corporate/personal/travelers checks or money orders payable in **U.S. dollars** 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 \$25 non-refundable fee will be charged to replace a badge for any reason, including lost or stolen badges.

### Hotel Reservations and Cancellation Policies

The Sofitel BKC Mumbai hotel, the official RIMS Risk Forum 2019 India hotel, is offering 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 Thursday, November 1, 2019.

If you need to add a hotel room to your registration, please email the events manager at [CHume@RIMS.org](mailto:CHume@RIMS.org).

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

For Indian nationals, a copy of government recognized identification is required in the form of a Voter ID Card, a PAN card, or a passport at least 7 days prior to the date of checking in. For foreign nationals, a copy of the passport is required at least 15 days before the date of checking in.

### 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

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.



## Registration and Cancellation Policies

### 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  
300 Delaware Avenue  
Wilmington, DE 19801  
Swift Code: NRTHUS33  
ABA #031101266  
Account Name: Risk and Insurance Management Society  
Account Number: 4328914456

Registrant is responsible for all bank charges, including a USD \$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.

### Events

Only individuals registered and badged may attend conference events. Attendees must have appropriate badge to attend educational sessions, breakfasts, and luncheons. Individuals must be age 21+ in order to participate in the RIMS Risk Forum 2019 India and attend all related events.

### RIMS Respects Your Privacy

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 hotel 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.

### 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 Risk Forum 2019 India at the Sofitel Mumbai BKC 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



## **Registration and Cancellation Policies**

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.**