

2012 CONFERENCE - REGISTRATION POLICIES

Full registration includes access to all breakout sessions and the following meal events:

- Airport pick-up and drop
- Transportation to and from the Jamaica Conference Centre
- Access to all Conference sessions
- Conference Kit
- Welcome Banquet at the conference venue at 6:00 PM on March 14th
- Tea, Snack and Lunch at conference Venue and Cocktails on March 15th
- Tea, Snack, Lunch and Cocktails on March 16th
- Transportation on the planned Site Tours and Attractions and vice versa on March 17th

The Conference Registration Fee does not include:

- Air travel
- Accommodation
- Ground transportation outside previously mentioned transportation schedules
- Food outside the conference schedule
- Any incidentals. Each participant is responsible for all incidentals that may be applicable.
- Mobile Workshop transportation fee
- Closing reception dinner

One day registration includes access to all breakout sessions and meal events on the day of the registration.

Conference Fees

Registrations	Fees (USD\$)
Full Registration - Students	\$100
Full Registration – Regular (Professionals)	\$350
Full registration – Early (Professionals)	\$300
Jamaica Nationals	\$200
One-day Registration	TBD
Mobile Workshop Transportation Cost	\$25
Closing Reception & Dinner	\$50

Student Fees

Fees are just for conference attendance and does not include reception and dinner on Friday March 16th, 2012

Payment Type

- The conference registration fee may be paid by credit card (Visa, Master Card, American Express, Discover), cheque, or money order. Wire transfers are allowed. Full payment must accompany registration form.

Bank Payment must be in the bank given below and the voucher must be sent to Conference Secretariat by fax (1(876) 906-8119) or email: jamaicainstituteofplanners@yahoo.co.uk

Bank Detail

Bank Name: Bank of Nova Scotia Jamaica Limited
Branch Office: New Kingston Branch
Bank Address: 2 Knutsford Boulevard, Kingston 5, St Andrew, Jamaica
Bank Telephone: 1(888)472-6842 or 1(876)926-9088
Transit #: 50575
Bank Swift Code: NOSJMKKN
Beneficiary Name (A/c Name): Jamaica Institute of Planners
Beneficiary Number (A/c No.): 801870
Beneficiary Address: 15 Hope Road, Shop #47 Winchester Business Centre,
Kingston 10, St Andrew.
Beneficiary Telephone: +1(876)754-3498

General Registration Policies for All Participants

- All delegates and any other conference participant must submit a registration form to participate in the conference.
- News media representatives must register on-site; carry valid press credentials and be on assignment for a credible professional news media outlet.
- Registration will not be processed unless accompanied by full payment.
- For regular registration rate, your registration, online or otherwise, must be received in full by January 31st, 2012. Any registration where either the payment or form is received after January 31st, 2012 will be charged the late registration rate and will only be processed once both are received.
- A registration where the payment and form are received after February 29th, 2012 will be processed on-site and charged the on-site fee of \$20.
- On-site registration fees and special event fees must be paid in full at time of registration. Jamaica Institute of Planners will not bill for registration nor individual event tickets.

Confirmation of Participation

Submission of the Registration Form is not the confirmation of your registration for the conference. Your registration will be confirmed only after receiving your payment of the registration fees.

Registration Cancellation Policy

- All requests for cancellations must be in writing to Jamaica Institute of Planners (no telephone requests) by February 22nd, 2012. No refund requests will be accepted after this date. Purchases by credit card will be credited back to your credit card. Purchases via money order or cheque will be refunded via cheque.
- All cancellations will be charged a US\$50 cancellation fee.

- No partial refunds will be made if you decide not to attend particular meetings, sessions or events.
- In the event that the annual conference is cancelled by Jamaica Institute of Planners, all registrants will be reimbursed for 100% of the registration fee. In the event of a cancellation, Jamaica Institute of Planners will not reimburse for forgone transportation costs, including but not limited to: hotel expenses, meal expenses, and airfare expenses.
- Individuals, who register for the conference and subsequently find out that they can no longer attend, are encouraged to send a substitute from their organization. Registration substitutions can be made by notifying Jamaica Institute of Planners in writing by the latest January 31st, 2012. After January 31st, 2012 all name changes must be made on-site.
- Membership lookup will be performed for the person registering as a substitute and not for the original registrant.
- All email requests can be sent to: jamaicainstituteofplanners@yahoo.co.uk

Visa and Cancellation Policies for International Delegates

A registration form and full payment must be received in order for the registration to be processed and before an invitation letter will be sent.

Disclaimer

- Jamaica Institute of Planners cannot be held responsible for any loss, injury or damage to any property, whatever the cause may be. Should, for any reason outside the organizers' control (acts of terrorism, extreme weather conditions or industrial action) the venue or speakers change, or the event be cancelled, the organizers will endeavour to re-schedule, but shall not be held responsible for any costs, damages or expenses incurred by registrants.
- By registering for this event you indicate that you have read, understood, and agreed to comply with the policies laid out in this packet.
- Questions?
If you have questions about registration, call Jamaica Institute of Planners at 1 (876) 754-3498 or send an email to: jamaicainstituteofplanners@yahoo.co.uk