

## Terms and Conditions of NAICE2015 Attendee Registrations.

### A. Registration and Attendee Fees

- The 39th Nigeria Annual International Conference & Exhibition will be held from 4 – 6 August 2015 starting with the pre-conference activities from 1 – 3 August at the Expo Centre, Eko Hotels & Suites Victoria Island, Lagos. Attendees are to register for the conference online at <http://connect.spe.org/spenc/naice/naice2015/registration>
- Registration fee for the pre- conference activities (Young Professionals Conference and SPE Training Courses and SPE certification exam) and the main conference fee are all different.
- Attendees that make full payment for the main conference are entitled to the complete conference material package/meal tickets while those that register on a per-day bases are only entitled to meal ticket for the day only.
- Online registration closes on the 30th of July, 2015 at 29:59 Lagos Nigeria time, after this date the form will no longer be available. All registration after this date will be treated as onsite registration and will be attended to onsite. Onsite Registration commences on 31st July 2015 07:00 Lagos Nigeria time and late registration fee of N5000 applies for all onsite.
- Early bird registration closes by **2nd May 2015**. Normal registration rate commences from the 3rd of May. Early Bird Registration is N5000 (Five Thousand Naira) less normal rates per attendee for example (Conference & Exhibition rate changes from N40,000 to N45,000 for members).
- All pre-conference registration must be submitted online. Onsite registration must be submitted on an official Conference Attendees Registration Paper Form upon processing and confirmation of evidence of payment.
- Full details are to be provided where requested. Incomplete submission may result in a delay in the processing of your registration.
- In order for attendees to gain entrance into the conference, payment has to be completed and evidence of payment duly received by the Registration manager as at 30th of July, 2015.
- Attendee badges are to be collected and worn at all times when attending the Conference and are not transferable. The SPE NAICE2015 Planning Committee reserves the right to refuse acceptance of any registration without prejudice.
- A paying Attendee that chooses the non-paying attendee option will be treated as a void registration and as such would have to register onsite (late registration fee of N5000 applies for all onsite) .

### B. Registration Substitution, Cancellation & Refund Policy.

- Cancellation & Refund request must be in writing & must reach the Registration Manager via [naice15@spenigeriacouncil.org](mailto:naice15@spenigeriacouncil.org) latest by July 25<sup>th</sup> 2015.
- Cancellations received before July 25th 2015 will be refunded less admin charge of N10000 (Ten Thousand Naira) .

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- Email your cancellation and refund request stating your full name, job title, company, account details (Bank and account number), contact details etc to [naice15@spenigeriacouncil.org](mailto:naice15@spenigeriacouncil.org).
- Refunds will be made after the end of the conference latest by September 15<sup>th</sup>, 2015.
- Same conditions apply to Group registrations.

C. Registration Confirmation & Attendee Administration.

- All Conference registration submitted via the website will receive an acknowledgement email upon receipt.

D. Privacy Policy.

- All information supplied will be used by SPE NAICE planning committee” for event purpose only.
- They will be used in all events documentation including name tags and will be kept in the SPE database for record purposes.
- SPE does not have/keep any record of your debit/credit card details because payment is redirected to bank portal.

E. Visa Requirement (International Attendees):

- For International Attendees, please visit the Nigerian Immigration website ([www.immigration.gov.ng](http://www.immigration.gov.ng)) for Nigerian Visa Requirements.
- The Registration Manager will send a Letter of Invitation for visa purpose upon request on confirmation of payment to assist with Visa Application. If you have not received a letter of invitation one week after request, please call 08033588953 or email [naice15@spenigeriacouncil.org](mailto:naice15@spenigeriacouncil.org).
- Please note that the Registration Manager has no influence regarding the issuance of any visa document required by the authorities. You are encouraged to make your own timely arrangements for the application of any such document to ensure your ability to attend the Conference.