RECORDING PROCESSES

Record and tell staff the registration rates and conditions to ensure correct entry.

- Registration rates vary according to the participation and requirements of the individual delegate
  - full conference with inclusions, for example, meals, gala dinner
  - daily rate
  - workshops or activities
  - travel or accommodation.

- Conditions to be outlined include timeframes in which the following are able to be received/performe:
  - early registration discounts
  - cancellation conditions
  - late registrations
  - refunds.