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, eg 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