

REGISTRATION POLICY

1. Registration

Each participant must use a separate registration form. Registration is not transferable to another person. Registration confirmations are auto-generated and sent to the email address provided during the registration process once the payment transactions are completed successfully. For this purpose, it is **COMPULSORY** to fill in the email address clearly. If you did not receive your confirmation, please email: madphsmy@gmail.com (email Subject: Registration)

All poster presenters must register for the main conference upon acceptance of abstract. Last date for registration for poster presenters will be on 10th August 2018.

2. Payment

Registration will only be valid when payment is received in full by the Malaysian Association of Dental Public Health Specialists (MADPHS).

- **Early bird registration** fees will only be accepted **until 11.59 pm 15 June 2019**. Payment made on or **after 16 June 2019 will be charged as late/ onsite registration fees**.
- **Online payment** will only be accepted **until 11.59 pm 15 August 2019**.
- Only CASH payment will be accepted for on-site registration of local and international delegates
- All payment is made at a fixed conversion rate of USD 1 = MYR 4.2

3. Delegates Entitlement

The registration fees for **Tier 1 and Tier 2** entitle the participant to the following:

- Access to all scientific lectures and programmes
- Access to trade exhibition
- Opening ceremony
- Gala Dinner
- Receive certificate of attendance / Presentation
- Inclusive of Lunches and Tea breaks

The registration fees for **Student** entitle the participant to the following:

- Access to all scientific lectures and programmes
- Access to trade exhibition
- Opening ceremony
- Receive certificate of attendance / Presentation
- Inclusive of Lunches and Tea breaks

The **gala dinner accompanying person** entitle for:

- Gala Dinner

4. Cancellations and Refunds policy

Any change or cancellation must be informed in writing and email to madphsmy@gmail.com (email Subject: Cancellation).

Requests for cancellations and/or refunds will be accepted until 11.59pm 31st July 2019. All bank service charges will also be deducted from the refunded amount. Refunds will strictly not be issued for no-shows. Refunds will be credited using the original method of payment and the refunded amount is based on the table below. Refunds will be made only 60 days after the conference.

<u>Cancellation of registration</u>	<u>Refunded Amount</u>
On or Before 11.59 pm of 31st July 2019	50% of registration fees
On or After 1st August 2019	No refund

5. Certificate

Upon attending the 2-day Conference, delegates will be issued an “E-certificate”. Delegates will receive an email with a download link and are required to download the e-certificate within 60 days. For this purpose, it is COMPULSORY to fill in the email address clearly.

6. Liability

The local organizing committee is not responsible for personal accidents and damage to private property of participants. Participants are requested to make their own arrangements with respect to personal insurance.

7. Disclaimer

The organizing committee reserves the right to change the speaker(s), date(s) and to cancel the conference should circumstances beyond its control arise. MADPHS shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MADPHS also reserves the right to make alternative arrangements without prior notice should it be necessary to do so.