



Please read these terms and conditions carefully.

1. ASIS 8th ASIA-PACIFIC SECURITY FORUM AND EXHIBITION Materials

All delegates can collect the conference materials and their name badges at the conference registration desk at the conference venue - the Sands Expo and Convention Centre.

2. Registration Desk Opening Hours

The registration desk will open on 7 December, 13:00 – 17:00 and on 8-9 December 2014, 08:00 – 17:00 (Times are subject to change. Please refer to the practical information email to be distributed shortly before the conference).

3. Travel and Transportation

All delegates are responsible for arranging their own travel and transportation. Please note that all delegates travelling into Singapore must meet the following entry requirements:

- A valid travel document (minimum validity of 6 months);
- Onward/return ticket;
- Entry facilities to next destination;
- Sufficient funds to stay in Singapore,
- and/or Entry Visa for Singapore (if required for your country)

4. Entry Visa Requirement

Delegates are advised to check with the Consulate/Embassy of Singapore in their country on the visa requirements. Please note that visa processing may take up to four weeks. We recommend you to apply as early as possible before the ASIS 8th Asia-Pacific Security Forum and Exhibition. ASIS International accepts no liability for any unsuccessful visa applications. Participation fee refunds are subject to the cancellation policy outlined below. For more details on entry visa requirement, please visit - [Singapore Immigration and Checkpoints Authority \(ICA\) website](#).

5. Registration Policy

The ASIS 8th Asia-Pacific Security Forum and Exhibition registration policy is as follows and applies to all individual and group registrations.

- Cancellation and Refund. All cancellation requests must be submitted in writing by fax, letter or email to MCI Group Asia Pacific Pte Ltd, the Official Registration Agency asispac.reg@mci-group.com. For all cancellation requests received before and on 24 October 2014, an administration fee of 100 SGD (per person) will be applicable. No refunds will be permitted for cancellations received after 25 October 2014. All refunds will be made within 3 months after the conference.

- Modification and Substitution. All modification and substitution requests must be submitted in official writing by fax, letter or email to MCI Group Asia Pacific Pte Ltd, The Official Registration Agency. For replacement of a delegate under individual registration, written permission from the original registered delegate will be required, along with full contact details of the substituted delegate.

Member Registration. In the event that the ASIS membership is not valid ASIS International reserves the right to change the member registration to the standard rate based on the date of original registration. The delegate will be required to pay the remaining balance prior to the conference.

- Outstanding Balance. All delegates are advised to arrange for full payment prior to the conference to avoid any delays in collecting their badges and any on-site material. No badges and materials will be issued to delegates with an outstanding payment.

6. Hotel Accommodation

The ASIS International has arranged preferential group rates with the Marina Bay Sands. All delegates are advised to arrange their hotel accommodations directly with the venue via the special reservation link to obtain the negotiated rates. The hotel details, reservation link as well as the list of alternative venues are posted on www.asisonline.org/singapore

All hotel reservation requests are made on a 'first-come-first-serve' basis and are subject to room nights' availability. The ASIS International accepts no liability for any hotel reservation. ASIS International does not guarantee availability of these special rates after the cut-off date 18 November, 2014 and in case the reservation is done via other reservation channels.

7. Delegate Badge and Access Control

For security and access control reasons, all delegates will be issued a badge onsite that is required to be worn at all times during the conference and at any related functions. Badge swapping is strictly prohibited.

8. Insurance and Liability

In the case of Government intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for the ASIS 8th Asia-Pacific Security Forum and Exhibition to take place at the time and place provided, the delegate shall waive any claim for damages or compensation except the amount paid for registration after deduction of actual overhead expenses incurred in connection with the ASIS 8th Asia-Pacific Security Forum and Exhibition (comprised of the venue and service providers non-refundable deposits, etc) and there shall be no future or derived/indirect liability on the part of either or any party. All delegates are encouraged to obtain adequate coverage for travel, health and accidental insurance before they depart from their countries. The organizers, their suppliers or agents accepts no liability for any personal injuries, or loss of, or damage to, private property belonging to the ASIS 8th Asia-Pacific Security Forum and Exhibition delegates.