

# Terms and Conditions

## Registrations details

Your full name and company name provided on the registration form will be shown on your delegate badge. By completing your registration, you agree that the information you have provided is correct.

Confirmation email will be sent to the provided email address within three working days after registration is successfully completed.

Organizers will happily accept replacement delegates, however delegate passes cannot be shared or split between delegates under any circumstances.

Organizers have the right to refuse, refund or reject registrations.

**All delegate passes include all conference activities such as refreshments and lunches, full conference sessions, opening cocktail, gala dinner, pre-conference tour, post event photos and conference presentations except for the following:**

- **Accompanying persons' passes** include networking activities only such as pre-conference tour, opening cocktail and gala dinner. Payment will be required for any delegates wanting to attend the conference sessions.
- **Media delegate passes** are strictly limited. Organizers have the right to refuse and/or reject applications for the media delegate passes. All registered media delegates must reference "The Trinity Forum 2017" in any articles generated from the event and/or event sidelines.

**ACI Asia-Pacific Conference Incentive passes** are available for ACI Asia-Pacific airport members only under specific conditions. Delegates using this pass are eligible to access to all conference activities such as refreshments and lunches, full conference sessions, opening cocktail, gala dinner, pre-conference tour, post event photos and conference presentations. To verify your eligibility, contact [events@aci-asiapac.aero](mailto:events@aci-asiapac.aero).

**Insurance, travel and accommodation** will be the responsibility of the attending delegate. Organizers shall not be responsible in any way for personal injury to the delegate or his/her accompanying persons, staff, agents, contractors, invitees or members of the public, travel and accommodation.

## Payment methods

**For Credit Card**, online credit card payment information will be provided in the registration confirmation email. Your order will be processed in HKD. Daily currency fluctuations and any credit card and/or international transaction fees that your bank may charge may result in slight variations to the amount charged to your card.

**For Bank Transfer**, payment must be received within seven days from the date of registration confirmation email. All payments must be finalized prior to the conference. If payment is not received on time, delegates will be required to pay via cash (in USD only) on-site.

Please find the bank details below.

Account Name: Airports Council International  
Account No.: 808-732341-274

Bank Name: HSBC  
Bank address: 1 Queen's Rd Central, Hong Kong  
Swift Code: HSBCHKH HKKH

**For Cheque/Bank Draft**, please find the details below.

Made payable to: Airports Council International  
Send to:  
Airports Council International,  
Unit 13, 2/F, Airport World Trade Centre,  
1 Sky Plaza Road, HKIA,  
Hong Kong

### **Cancellation Policy**

Cancellations must be made in writing by email to **ACI Asia-Pacific** at [events@aci-asiapac.aero](mailto:events@aci-asiapac.aero).

- If cancellation is received on or before **30th June 2017**, full delegate fee will be refunded.
- If received between 1 to **31st July 2017**, the delegate fee will be refunded minus USD100 administration fee.
- If received between 1 to **31st August 2017**, 50% of the delegate fee will be refunded.
- For cancellations received on or after **1st September 2017**, delegate fees will NOT BE REFUNDED.

Any approved refunds will be issued following the conclusion of the event only and will be processed in USD.

**Organizers reserve the right to amend or cancel the event date, venue, programme schedule, speakers or topics without prior notice to participants.**