

# HEP 2019 Registration Terms & Conditions

This document outlines the terms, conditions, and policies set in place by [Partners of the Americas](#) (Partners) pertaining to registration for the 2019 edition of Higher Education Partnership: Internationalization in the Americas (HEP 2019). Please review the following important information.

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## Terms & Conditions

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Effective January 1st, 2019

Submitting your registration form and payment constitutes an agreement on your part to accept the following terms and conditions.

### Registration Types

You agree to pay in full the registration fee that is applicable to your category. For example, only dues-current, registered higher education members of Partners are entitled to register at member rates. All others must register at the non-member rate in effect on a particular date.

### Registration Fees & Dates

[See the Partners website for details.](#)

### Registration Confirmation & Updates

You will receive your registration confirmation and credit card receipt by email. Please ensure that your personal valid email is entered correctly on the registration form. Be sure to check your junk email box to in case any of your Partners-related email(s) are caught by spam filters.

You will receive essential information for registered attendees electronically at the email address provided on your registration form. The Partners website will also contain important information – please check the site for updates. You may also receive attendee information by postal delivery before or after the conference.

### Cancellations & Refunds

If you need to cancel, you must notify us *via email* by 11:59 p.m. Eastern Time, Friday, August 30th, 2019.

If you cancel by Friday, August 30th, 2019, your main conference registration fee will be refunded, less a \$50 processing fee. No refunds can be given for pre- or post-conference workshops or events nor for Partners membership purchased at time of registration.

Refunds will be made in the form of a check drawn on a US bank or refunded to the card used at the time of purchase. No cash refunds will be given.

**No refunds of any kind will be made for cancellations received after Friday, August 30th, 2019.** No refunds will be given for “no-shows,” late arrivals, early departures, and/or anyone who does not notify us by the cut-off date using the methods set forth herein.

### **Substitutions, Transfers & Additions**

You may transfer your registration to another eligible party if you are unable to attend HEP 2019. Attendees transferring registrations to another party are responsible for any and all financial arrangements between transferring and receiving parties. Registration transfers may be made by phone until Friday, September 13th. After this date, all changes must be made on-site during HEP 2019. There will be a \$25 processing fee charged per registration transfer.

### **Travel & Hotel**

Attendees are responsible for securing their own travel and accommodation and making payment for such. Cancellation of hotel reservations and/or any travel expenses incurred are the sole responsibility of each individual. Partners does not make any guarantees or in any way warrant the conference hotel, other conference venues, or any form of transportation.

### **Consent to Use of Photographic Images**

Partners will build a photo, quote, and video library of the HEP 2019 conference. As a participant in this event, you may be photographed in group or individual shots. Partners has the right to use group or individual images in photographs, videotapes, and electronic reproduction. In the event that we interview, film, and record your words, Partners will seek your express permission.

### **Contact Information**

Registrant profiles and contact information will be shared with other HEP 2019 attendees and sponsors to facilitate communication before, during and after the event. By registering, you agree to share all submitted information with other attendees and sponsors, excluding payment and financial information, which is used exclusively by Partners in order to process the payment for your registration.

### **Partners of the Americas Sexual Harassment Policy**

Upon registration for HEP 2019, all parties agree to the Partners [policy on sexual harassment](#). This policy applies to all individuals when interacting with members of the Partners staff or network.

### **Disclaimer**

Partners is not responsible for errors or omissions. Schedules, speakers, and program content are subject to change. If you have any questions, please [contact us](#).