

## Registration Terms and Conditions

### 2018 Canadian Nuclear Association Conference and Trade Show (CNA2018)

#### Conference Registration Fees

Category	Early Bird (Registered and paid by December 1, 2017, 5:00 PM)	Regular (Registered and paid by January 26, 2018, 5:00 PM)	Late (Registered and paid <u>after</u> January 26, 2017, 5:00 PM)
Full Conference - CNA Member	\$ 795	\$ 960	\$ 1115
Full Conference - Non-Member	\$ 1060	\$ 1225	\$ 1390
Full Conference - Government, Academia	\$ 795	\$ 960	\$ 1115
Full Conference - Retiree, Student	\$ 270	\$ 330	\$ 430
Opening Reception Only (excluding Government)	\$ 225		\$ 275
Opening Reception – Government	\$ 199		
Pre-Conference Workshop	\$100		

Full conference registration entitles delegates to the following:

- Access to all plenaries and sessions (with the exception of the pre-Conference workshops, which are an additional charge)
- Admission to the Trade Show
- All participant materials
- Opening Reception and Trade Show Reception
- Conference meals and breaks

All registration fees are subject to applicable taxes (currently 13% HST).

The conference fee does not include accommodations, non-program related meals, travel or any other expenses that may be incurred by delegates.

Exhibit booth staff are required to register as full conference registrants and pay any applicable fees. Each sponsorship opportunity and/or exhibit booth includes a number of complimentary registrations which may be used by booth staff or other representatives of the organization as decided by the organization. No additional complimentary registrations will be supplied for booth staff over and above the sponsor / exhibit agreement.

#### **Pre-Conference Workshops**

Attendance at the pre-Conference Workshops is limited to employees of CNA member companies and government officials, who are fully registered for CNA2018. Hence, registrations for the workshops will not appear for other registration categories.

#### **Guest tickets to the Opening Reception**

Full Conference registrants may purchase tickets to the Opening Reception for \$125 for an accompanying guest. The cancellation policy above applies to these purchases.

**Payment Terms**

To qualify for the *Early Bird fee*, registration and payment must be received by CNA by December 1, 2017, 5:00 pm (EST).

To qualify for the *Regular fee*, registration by January 26, 2018, 5:00 pm (EST) and payment is received between December 1, 2017, 5:01 pm (EST) and January 26, 2018, 5:00 pm (EST).

The *Late Registration fee* will apply to all payments received after January 27, 2018, 5:00 pm (EST).

**Registration Payment**

All Registration Fees may be paid by Credit Card (VISA, MasterCard or American Express), or by Cheque (payable to "Canadian Nuclear Association"). Registrations will not be processed or confirmed until payment in full is received. Post-dated cheques will not be accepted. Any bank charges incurred must be paid by the sender and not CNA.

**Cancellations**

Cancellations for all categories are permitted until January 19, 2018, 5:00 pm (EST). Cancellations received by the applicable deadline will receive a full refund less a 25% administrative fee. Cancellations must be received in writing to the CNA by email ([cliffordj@cna.ca](mailto:cliffordj@cna.ca)) or by fax (613-237-0989). No refunds will be made for cancellations received after the applicable deadline stated above or for no-shows. Substitutions from the same organization are permitted until February 9, 2018, 5:00 pm (EST) and must be submitted in writing as above. Substitution requests require full contact information for the new attendee along with the name of the attendee they are replacing.

**Alterations to the Conference Program**

CNA reserves the right to make alterations without notice to the content, speakers, timing, venue or date of the conference compared to the advertised program.

**Acknowledgements**

The Conference Secretariat will send via e-mail a confirmation of Conference Registration and acknowledgement of payment once full payment has been received and processed. Internet registrations with credit card payments are processed and confirmed immediately by e-mail.

**Privacy Policy**

CNA has contracted Golden Planners Inc. (GPI) to act as the professional conference organizer for the CNA2018.

In order to successfully hold CNA2018, CNA and GPI collect contact and personal information about registrants through conference registration forms. The achievement of the Conference's objectives involves, among other things, communicating with and determining the needs of registrants, processing payment relating to attendance at events or event related services and products.

Completion and submission of the registration form to CNA and/or GPI provides your consent to CNA and/or GPI to collect your personal information associated with your registration in order to communicate with you, process your conference registration and make any arrangements with third party service providers pertaining to your participation at CNA2018 (including the provision of this personal information necessary to complete your registration or any aspect of your participation).

A list of participants, including contact information, may be produced and distributed to registrants, sponsors and exhibitors. Unless a registrant objects, his/her contact information shall be used for these purposes. Contact information may include a registrant's name, title, department, organization, address, telephone number and email address as provided on the conference registration form. If a registrant does not consent, then his/her contact information shall be used by CNA and/or GPI solely for purposes of communicating with the registrant and shall not be provided to anyone else, except as provided for above to process the registration. In the event a registrant does not complete the Collection, Use and Disclosure of Information Section, the submission of a conference registration form constitutes the consent of a registrant to the use of his or her contact information for these purposes.

In accordance with Canada's new anti-spam laws, the CNA will require expressed consent to contact you for commercial purposes outside of your participation at CNA2018 conference. Acceptance of these terms and conditions are mandatory for CNA2018 registration, and thus do not indicate your expressed consent for future communications. This consent will be collected separately during all CNA event registrations. Except as previously noted, your information will not be provided to any third party.

GPI will retain personal information provided to them only for so long as it is required for the purposes stated above. Information about former registrants is not actively maintained.

For more information on Golden Planners' Privacy Policy, please visit [www.goldenplanners.ca](http://www.goldenplanners.ca).

#### **Photo and Video Release**

The CNA will take photographs and video at CNA2018 and may use them in CNA news or promotional materials whether in print, electronic format or other media, including the CNA website. By participating in CNA2018, you grant CNA the right to use your name, photograph and/or video recording for such purposes.

#### **Special Requirements (Dietary, Accessibility, Other)**

If you need special accommodations or have specific mobility or dietary needs or allergies, please indicate those items when you register on-line. All catered functions will provide vegetarian options if previously requested.

If you have any questions about your registration, please contact Jessica Clifford  
Email: [cliffordj@cna.ca](mailto:cliffordj@cna.ca) – Telephone: 613-237-4262 x105 – Fax: 613-237-0989

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