



## Registration and Cancellation Policies

Registration fees and categories are linked to [www.rims.org/RIMSCanada](http://www.rims.org/RIMSCanada).

- Upon registering, RIMS will verify your membership status to ensure the correct registration category fee that you selected is charged.
- The total amount charged will be based on your membership category and any additional items you choose to select.
- To obtain member pricing, membership dues must be current and paid in full at the time of the Conference and Exhibition to avoid paying a balance due prior to obtaining your badge.

### Registration Deadline

**Advance Registration Rates Applies:**

\*until July 13, 2018

**Regular Registration Rates Applies:**

\*July 14 – September 22, 2018

**Onsite Registration Rates Applies:**

\*September 23 – September 26, 2018

\*Deadline dates are based on Eastern Time Zone.

### PROMO CODES and DISCOUNT CODES

RIMS will void promotional and discount codes if the registrant is not the authorized user. Your registration will be "pending" until the appropriate fee has been paid.

### Cancellations, Changes and Refunds

Requests for a registration upgrade may be done online by editing your registration at [www.RIMS.org/ASCCanada](http://www.RIMS.org/ASCCanada).

Cancellation requests to your registration must be submitted in writing by August 17, 2018, by emailing [rims\\_registration@goeshow.com](mailto:rims_registration@goeshow.com). All requests are subject to a CAD \$75 administrative fee. Refunds are not given after August 17, 2018 and RIMS will not reimburse you if you do not attend.

All refund requests made before August 17 will be issued, minus a CAD \$75 administrative fee, within 30 business days after confirmation of receiving the request.

Cancellation refund requests made after August 17 will be reviewed for approval after the conference.

**Please note:** All administrative fees, additional registration items (such as the opening ticket fee[s]) and onsite registration fees are non-refundable.

RIMS reserves the right to cancel this Conference if force majeure conditions warrant. In the event of such a cancellation, registration fees will be refunded. However, RIMS is not responsible for any travel or lodging expenses incurred due to cancellation of the Conference. If for any reason you must cancel your

Conference registration, please remember to cancel your housing arrangements separately. RIMS is not responsible for hotel no-show fees or any travel or lodging expenses you might incur.

## Substitutions

Requests to substitute or transfer your registration must be submitted in writing by emailing [rims\\_registration@goeshow.com](mailto:rims_registration@goeshow.com). No substitution fee until July 31, 2018. After July 31, 2018 all requests are subject to a CAD \$75 administrative fee. After September 20, 2018, requests to substitute or transfer your registration must be presented onsite at the St. John's Convention Centre and are subject to a CAD \$100 onsite administrative fee.

All substitutions are subject to an administrative fee, **plus** any additional fees as a result of differences in the member type (e.g., transferring a member registration to a non-member registration). The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution.

## Onsite Registration Policies and Procedures

RIMS Canada accepts VISA, MasterCard, corporate/personal/travelers cheque in Canadian dollars drawn from a Canadian bank for payment of registration fees.

Please note: Onsite registration fees are non-refundable.

Registration materials will be released only to the individual whose name appears on the badge. Photo identification (driver license or passport) or credit card will be required. Business cards are not an acceptable form of identification. Badges are non-transferable.

## Badge Reprint

A CAD \$100 non-refundable fee will be charged to replace a badge for any reason, including lost or stolen badges.

## Hotel Reservations and Cancellation Policies

RIMS has negotiated special rates for attendees. Hotel accommodations are available exclusively to registered attendees until August 23, 2018, based upon availability.

Connections Housing is the only authorized Housing Bureau for the RIMS 2018 Canada Conference. Any inquiries, changes or cancellations should be directed to the Connections Housing Team (**not the RIMS office**) at [RIMSCanada@connectionshousing.com](mailto:RIMSCanada@connectionshousing.com), or by calling +1-844-212-RIMS [7467] or +1 404-378-6024.

RIMS is not responsible for hotels or rates offered by travel agents or other organizations who say they are speaking on behalf of RIMS. To avoid potential problems with your reservation, please confirm your hotel accommodations today by accessing this link: <https://book.passkey.com/go/18RIMSCanada>

Don't be a no-show! Failure to arrive on a confirmed arrival date will result in forfeiture of one night's room and tax and loss of your entire room reservation. If you need to cancel your hotel reservation, please contact Connections Housing at [RIMSCanada@connectionshousing.com](mailto:RIMSCanada@connectionshousing.com).

A reservation will only be considered canceled with a cancellation number from Connections Housing or the hotel. Do not contact RIMS offices for hotel reservations or cancellations.

## Payment Instructions

Phone, mail and faxed registrations will incur a CAD \$15 non-refundable service fee and must include a valid credit card payment; notice to pay by cheque or bank transfer will not be processed. Faxed submissions are typically processed within 3-5 business days. RIMS reserves the right to charge the credit card for the actual amount due based on registration data and membership status regardless of what you have selected.

A CAD \$15 non-refundable service fee is included per registrant in the registration fee listed in the registration form. To avoid the service fee, register online at [www.RIMS.org/RegisterCanada](http://www.RIMS.org/RegisterCanada). Option to pay by cheque and bank transfer are available online. Please note: Registration is pending until payment is received.

Online Registrations completed with credit card payment are processed immediately. After **September 17, 2018**, RIMS cannot guarantee cheque and bank transfer payments will be processed prior to your arrival at RIMS Canada and you may be asked to provide payment onsite.

### **Cheque must be made payable to: Risk and Insurance Management Society, Inc.**

Cheque payments via **regular or express mail** must be sent to:

Risk and Insurance Management Society, Inc.

Attn: Gina Boyle

1407 Broadway, 29th Floor

New York, NY 10018

Submissions by mail are typically processed within 10-15 business days. Payments that are not received and/or post-marked by the respective registration cut-off date will be subject to additional fees. RIMS is not responsible for delayed mail or incorrectly addressed correspondence.

### **Tax Information:**

**NALRIMS (Newfoundland and Labrador Risk and Insurance Management Society)**

**RIMS 2018 Canada Conference**

**HST#: 87583 2073 RT000**

## Bank Transfers

Bank transfers are payable only in Canadian Dollars drawn from a Canadian bank. Registrant is responsible for all bank charges, including a CAD \$17.50 RIMS bank transfer fee, which must be added to the total amount transferred. The bank order must include the registrant name(s) and company. Please enclose a copy of your bank order with your registration form and fax both to +1-212-655-7421.

Wire Transfers:

**\*\*A \$17.50 administrative fee must be added to the total amount of your payment\*\***

### **Beneficiary Name and Address:**

Risk and Insurance Management Society, Inc.

1407 Broadway, 29th Floor

New York, NY 10018

USA

CDN Beneficiary Account: Account #5528066

Branch #1020

Institution #004

Beneficiary Bank: TD Canada Trust  
Address: 55 King St W. Main Floor  
Toronto, ON M5K 1A2  
Canada

Bank Swift Code: TDOMCATTTOR

If the transfer is in US dollars, you may need to provide the following information from our US Correspondent Bank:

Settlement to: Bank of America, New York  
Swift: BOFAUS3NXXX  
Fedwire ABA# 026009593

Please contact [RIMSCanadaConf@RIMS.org](mailto:RIMSCanadaConf@RIMS.org) for wire transfer information.

## Sessions

Please register in advance for the sessions and special events that you wish to attend. Although sessions are on a first-come, first-served basis, completing your selections in advance helps RIMS assign each session a size-appropriate room to accommodate all interested participants. Changing your session selections may be done online by editing your registration at [www.rims.org/ASCCanada](http://www.rims.org/ASCCanada) (Login is required).

## Events

Only individuals registered and badged may attend conference events. Attendees must have an appropriate badge to attend educational sessions, breakfasts and luncheons and to enter the Exhibit Hall. Individuals must be age 19+ in order to participate in the RIMS Canada Conference and attend all related events.

### **Sunday Welcome Party Ticket – CAD \$150**

Each attendee is allowed to purchase tickets for colleagues to access the Sunday Welcome Party. This ticket **does not include** access to any other Conference event. Access to the Sunday Welcome Party is limited to people 19 years of age and older.

## RIMS Respects Your Privacy

**Mailing List:** RIMS provides the attendee mailing list to exhibitors for a one-time usage. If you wish to be excluded from the mailing list, check the respective box during the registration process.

## Video & Hybrid Events

Videotaping and hybrid events (including webcams, webinars, streaming video content) are prohibited inside the convention center unless you have written permission from RIMS VP, Events & Education. In the event that RIMS authorizes videotaping and use of equipment, videos may not be taken of any exhibitor booth or product other than that of your own company, except by approved press or the official videographer designated by RIMS.

## Photography

Photographs may not be taken of any booth or product other than your own, except by the press or the official photographer designated by RIMS.

## Photo/Video Release

By registering for the RIMS 2018 Canada Conference, you acknowledge and accept that photographs or video taken of you by the Risk and Insurance Management Society, Inc. (RIMS) or its service providers, may be used for promotional materials of RIMS, including but not limited to use in annual reports, magazines, future conference programs or other promotional material, and on the Internet by RIMS and its service providers. RIMS reserves the right to publish the names of conference participants in production materials and on the Internet by RIMS and its service providers.

## **Badge Ethics, Counterfeiting & Theft**

Only persons registered for this conference and wearing the proper badge will be admitted to education sessions, RIMS meal functions and receptions. For security and safety, badges must be worn at all times.

**Anyone found to be counterfeiting, copying or sharing conference name badges, or using a guest badge when s/he is not eligible for a guest badge, may be subject to sanctions up to and including removal from the conference and revocation of RIMS membership.**

## **Affiliate Events**

As a supporter of RIMS, and an official RIMS 2018 Canada Conference delegate, you are encouraged not to attend outside, competitive events or business appointments that take you away from experiencing the education, networking and exhibit hall products available to you during official conference hours. Please note that RIMS Meetings and Events management does not permit outside parties or events that directly conflict with the Opening Event on Sunday, 6:30 p.m.- 12:00 a.m.) and Opening Ceremonies and Awards (Monday, 8:15 a.m. - 10:30 a.m.). If you receive an invitation during one of these times, please notify RIMS immediately.