

Payment of a registration fee covers the cost to attend all conference activities, coffee breaks, conference reception and banquet, and all lunches during the conference. In addition, each registrant will receive a copy of the conference certificate. Notice that this registration fee does not cover transportation fee, accommodation fee, and after conference tour fee.

All questions and inquiries concerning registration and payment should be addressed to:  
[papers@igaeglobal.com](mailto:papers@igaeglobal.com)

Please complete this form and email a scanned copy to:  
[papers@igaeglobal.com](mailto:papers@igaeglobal.com)

Event Name	
Venue/Place of Event	
Date of Event	

PLEASE KINDLY FILL IN A SEPARATE REGISTRATION FORM FOR EACH CONFERENCE PARTICIPANT

Full Name		Highest Qualification:		
Affiliation/Designation				
Mailing Address				
City, Zip, Country		Passport Number:		
Mobile (With Country code)		Email:		
ACCEPTED PAPER INFORMATION	<b>Paper ID:</b>			
	Title of the Paper:			
	Author's Name:			
Co-Author's Name & Designation	1.	2.	3.	
				Guided by: Mail ID: Contact No: Affiliation:

### PAYMENT INFORMATION

Total Amount (USD)	Bank Name	Remitter	Date	Ref. No
	<b>For online transfer</b> (Debit card/Credit card/Online Banking)	<b>Order ID/Traction ID:</b>		

**Note: It is mandatory to provide a scan copy of ID Proof / Passport along with this Registration form**

### ADDITIONAL INFORMATION

- ☉ Will you present physically at the event \_\_\_\_\_(Y/N).
- ☉ No. of Persons attending the event with you? (Including your Co-authors)\_\_\_\_\_.
- ☉ Will your Guide/HOD/Principal attending will attend the Event? \_\_\_\_\_(Y/N).

### Declaration & Undertaking:

1. I agree to the cancellation and refund policy stated by IGAE and will communicate any requests in writing to papers@igaeglobal.com
2. I understand that IGAE is not responsible for my travel or accommodation arrangements and any losses due to changes in the event format, venue, or schedule.
3. I acknowledge that my registration is non-refundable but may be credited for another IGAE conference within one year, as per the policy.
4. I accept that IGAE reserves the right to conduct the conference in physical or virtual format, and no refund will be provided for such changes.
5. I confirm that I have read and agree to the terms and conditions on the IGAE website and will submit the registration form within 3 days of payment.

## **Rules and Regulations (Read Carefully Before Registration)**

### **1.1 Paper Submission and Publication in IGAE Conferences:**

- All Authors and Co-authors must inform their respective Dept. Head/Principal/Guide about the paper submission to IGAE Conferences.
- IGAE accepts each paper for the conference only after a review by two internal or external IGAE Reviewers.
- IGAE never publishes any unregistered paper.
- IGAE is not responsible for identifying the original author or co-author of the paper. The person who submits the paper will be considered the original author.
- If IGAE receives a complaint about the originality of an author and it is found to be true, the paper will be suspended immediately.
- IGAE cannot republish or distribute any suspended paper from the date of suspension.

### **1.2 Attending IGAE International Conferences:**

- All participants must register before attending the conference by paying the specified amount mentioned in the registration menu on the website.
- The Organizer reserves the right to change the venue and date at any time before the conference. Any changes will be communicated to delegates via their registered email ID.
- IGAE is not responsible for financial loss due to ticket cancellation or any other bookings if the conference format changes from physical to virtual or is rescheduled.
- If an author cancels their registration, no refund will be issued.
- IGAE reserves the right to deny refunds to registered authors or co-authors who have attended the conference and accepted publication/certificates.
- If the Author cannot attend the conference for any personal reason, the co-Author should attend. No refund will be provided.

### **1.3 Cancellation & Refund Policy:**

- Registration cancellation will be accepted if the registrant did not receive the official invitation letter. Once received, no refund claims will be entertained.
- A full refund is applicable only if requested at least 70 days before the conference date, with the cancellation form submitted 60 days prior.
- No refund is available for cancellation requests made 30 days or less before the conference. However, a credit will be issued, valid for one year.
- For cancellations made between 60-30 days before the conference, a partial refund is available, deducting applicable charges.
- If registration was completed less than 30 days before the conference, no refund is applicable. The registrant may switch to another conference within one year.
- If a participant is unable to attend for personal reasons, the registration fee will not be refunded but will be credited for another conference within one year.
- If the conference is in hybrid mode, the organizer has the right to conduct it in physical or virtual format. No refund is applicable for format changes.

### **1.4 Travel and Accommodation Responsibilities:**

- IGAE is not responsible for arranging or managing travel, flights, transportation, or accommodation for participants.
- In the event of conference format changes, cancellation, or venue adjustments, IGAE assumes no responsibility for participant-incurred travel or accommodation costs.
- Registration fees do not include travel or accommodation expenses.

### **1.5 Transfer of Registration:**

- Fully paid registrations can be transferred to another individual from the same institution if the registered person cannot attend. A registration form must be submitted.
- Transfers must be requested in writing via papers@igaeglobal.com, with prior registration details and attestation by the cardholder.
- Registration can be transferred to another IGAE conference if the registrant cannot attend the originally registered event.
- Registration transfers are not accepted within 14 days of the respective conference.
- Transferred registrations are not eligible for refunds.

### **1.6 Visa Information & Invitation Letter Policy:**

- The organizer will not directly contact embassies or consulates on behalf of visa applicants.
- All delegates/invitees are responsible for their visa and travel arrangements.

### **Important Note on Invitation Letters:**

- The invitation letter is issued **solely** for conference attendance and does not serve as an official document for residency, work, or immigration purposes.
- The letter is provided to assist in visa applications, and attendees must adhere to the visa regulations of the host country's embassy or consulate.
- The Organizing Committee holds no responsibility for visa approvals, denials, or processing delays. Visa decisions lie solely with the immigration authorities.
- All expenses related to visa applications are the sole responsibility of the applicant.
- Any misuse, modifications, or alterations of the invitation letter will render it invalid and may result in immediate termination of conference registration.
- The organization reserves the right to take necessary actions against misuse of this document.
- By accepting the invitation letter, the participant agrees to comply with all legal and ethical international travel and conference attendance guidelines.

### **To be Noted:**

- All cancellations or modifications must be submitted in writing to papers@igaeglobal.com.
- Participants are deemed to have read and agreed to these terms before completing registration.
- No auto-debit transactions are initiated. All transactions are completed by participants willingly after reviewing the terms.
- After completing registration, participants must submit the conference registration form within 3 days. The form will be available on the event page. Failure to submit will result in non-confirmation of event participation.
- Do not book travel arrangements until you receive the official conference program details, which will be sent via email 15 days before the conference.

Signature (Author): \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_