



Adaptation Futures 2020: Revised Registration Fee, Refund & Cancellation Policy

- **Revised Registration Fees:** Since the Conference will be held on a virtual platform, the registrations fees have been revised to reflect the change in modality. Please refer to the document titled 'Revised Registration Fee' for the revised rates.
- **Sponsor a participant:** Participants are encouraged to register other colleagues to accommodate the revised registration fees.
 - In cases where the participant wants to register other colleagues, the participant is required to write to the Adaptation Futures Secretariat at af2020@teri.res.in while marking a copy to mekhala.sastri@teri.res.in and dhriti.pathak@teri.res.in.
 - In case no colleague is registered, the participant must write to the af2020@teri.res.in and follow the process of refund of the remaining fee. **Requests for the same will only be entertained until 15th September, 2021, 11:59 PM IST.**
- **Transfer of Registration:** If a registrant is unable to attend the event for any reason they may *transfer their registration*, by arrangement with the Secretariat, to someone else for attending in their place. **Requests for the same will only be entertained until 15th September, 2021, 11:59 PM IST.** No transfer requests will be entertained or granted after this date.
- **Cancellation:** Registrations may also be cancelled provided that the Secretariat receives a written notification any time up until *18 days* prior to the conference start date. **Kindly note that cancellation requests will not be entertained after 15th September 2021, 11:59 PM IST.**
- **Refund:** All refund requests must be submitted in writing to af2020@teri.res.in. Refund requests made via any other means will not be entertained.
 - No refund requests will be entertained or granted within 15 days of the conference start date. In the case of emergency/extenuating circumstances, special requests may be considered on a case-by-case basis by the regional leadership team following the conference.
 - Please note that the participants will have to bear the cost of exchange rate fluctuations as well as other transaction costs incurred by TERI while processing the refunds.
 - In case you are unable to attend the conference but have not informed the organisers of the same up to 15 days prior to the event, no refunds shall be granted.

Please note: Refunds will be made to the same method of payment through which the participation fee was paid.

- In case the fee was paid via credit card: Please allow one complete billing cycle before refunds appear on your credit card statement.
- In case participation fee was paid via bank transfer or net banking: Along with your email request for a refund, you would be required to attach a *signed letter* requesting the refund. This letter must state the *name of the participant, registration no., name of account holder and account number* through which registration fee was paid, along with the *bank's name and address, IFSC/Swift Code and BIC No.*; and should be addressed to:

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