

1st Pan Asian Conference on Haemoglobinopathies Bangkok, 8-10 February 2012

IMPORTANT NOTICE

All potential participants are kindly asked to observe and comply with the deadlines below.

In view of the fact that TIF would like to work timely and proactively to make all necessary arrangements for the conference on time, **we will be unable to accommodate requests that come outside these deadlines.**

We therefore request the cooperation of all potential participants in sending all necessary details and replies asked by TIF office, within the deadlines below.

Kindly note that TIF will be sending **limited or no reminders** about these deadlines or about the details requested from the potential participants.

Summary of Procedure:

- Receiving registration forms – also to be found on our website before 30 November 2011 (for new participants)
OR
Receiving written confirmation of attendance (for already registered participants or for participants whose registration was cancelled for the dates 3-5 November 2011)
- TIF will send Travel & Accommodation Forms to accepted participants
- Travel & Accommodation Forms must be completed and sent to TIF
- TIF will send invoices
- Invoices must be settled within the specified deadlines
- Participants on a waiting list might be accommodated in case of cancellations

We kindly ask for your cooperation in meeting all deadlines given below, in order to secure your participation. Failure to do so might lead to your registration being given to another participant on the waiting list, without the possibility for this to be revoked.

Please be on the alert for **emails** from TIF, which will need to be responded the soonest possible. Lack of prompt communication might lead to passing the deadlines and hence this might bring us to the difficult position of having to cancel your registration or give it to another participant on the waiting list.

IMPORTANT DEADLINES

(key words have been underlined and marked in *italics* for easy reading)

30th November 2011 – The *“Travel & Accommodation” Form* will be sent to the already registered participants who reconfirmed their attendance.

30th November 2011 – 15th December 2011 – *registration period* for:

- new participants
- participants who had cancelled their registration for the dates 3-4 Nov. 2011
- participants whose registration had been cancelled by TIF for those dates.

Please note: the registration period might be closed earlier than the date mentioned above. It might also be extended by a few days, solely at TIF's discretion and depending on the availability of seats at the conference hall. (Please view relevant note below – “Helpful Notes”, no.7)

11th December 2011 – Last date to receive *completed “Travel & Accommodation” Forms from already registered participants* who reconfirmed their attendance. Please see important items 4 and 13 in “Helpful Notes” below, for possible requests for changes in the details given on the forms.

18th December 2011 – Last date to receive *completed “Travel & Accommodation” Form* from:

- new participants
- participants who had cancelled their registration for the dates 3-4 Nov. 2011
- participants whose registration had been cancelled by TIF for those dates.

Please see important items 4 and 13 in “Helpful Notes” below, for possible requests for changes in the details given on the forms.

20th December 2011 – Last date to request *documents necessary for VISA purposes*.

20th December 2011 – First *cancellation* deadline: if you would like to cancel your participation and inform us (in writing, by email) by this date, you will receive a FULL REFUND of the costs you might have paid to TIF.

30th December 2011 – Last date on which *invoices* will be sent to all registered participants (new and old), with the exception of those on a waiting list (please see items no.9, no.11 and no.12 in “Helpful Notes” below).

31st December 2012 – Last date for *cancellations*: if you would like to cancel your participation and inform us (in writing, by email) by this date, you will receive a 50% refund of the costs you might have paid to TIF. However, if your cancellation arrives after that date, NO REFUND WILL BE MADE.

5th January 2012 – Waiting list will be finalized (please see “Helpful Notes” no. 9, below)

8th January 2012 – Last date to receive responses and completed “Travel & Accommodation” Forms from participants on the waiting list, who have been informed that their application was successful.

9th January 2012 – Last date on which invoices will be sent to successful applicants who were on the waiting list.

15th January 2012 – Last date to receive payments from all participants (new and old) who have registered to the conference. *Exception: see below

***25nd January 2012** – Last date to receive payments from participants on the waiting list, whose application has been approved after 1st January 2012.

29th January 2012 – Last date to inform us of changes in your flight schedule that DO NOT AFFECT your accommodation dates (for participants who will book accommodation through TIF). Please note: No changes in accommodation requests will be honoured, after you have sent in your Travel & Accommodation Forms.

Helpful Notes:

For already registered participants

1. Participants who have already been registered to the conference but reconfirm their participation after 20th November 2011, will **lose their priority** and will be served on a first-come, first-served basis, together with the fresh registrations and with those of previously cancelled participants.
2. The same holds for already registered participants who send their Travel & Accommodation forms after 11th December 2011.
3. Although the "Travel & Accommodation" Forms will be sent from 30th November 2011 onwards, and will be requested completed by 11th December, we endeavoured to give ample time to finalize your **travel plans**, so as to include your final travel details on the forms, by sending the notifications of the postponement of the conference at least one week before its previously scheduled dates.
4. Please note that **no changes to accommodation requests** will be honoured after you have sent in your Travel & Accommodation Forms. The only exception is changes to your flight details that do not affect your accommodation plans. For such changes in the flight details, you can inform us by 29th January 2012.

For new participants and for participants who cancelled their registration for 3-5 Nov. 2011 or whose registration was cancelled by TIF

5. New participants will have to complete the relevant registration form (to be found on our website before 30 November 2011).
6. Participants whose participation was cancelled by TIF or who cancelled their participation for the dates 3-5 Nov. 2011, **do not need to send** in a **registration form** again. They can simply respond by email that they would like to renew their registration.
7. Both new and previously cancelled participants will be served on a **first-come, first-served basis**, until the number of available seats in the conference room is reached. In that event, the **registration period** will be **CLOSED**, if necessary before 15th December 2011. Therefore, please be prompt in your application, so as to have a better opportunity for it to be accepted. We will try, if possible, to post the number of available seats on our website, with one day's delay (three days' delay during weekends – Saturday, Sunday). On the other hand, there is a minor possibility that the registration period will be **extended** for a few days, solely at TIF's discretion and if there are still available seats left in the conference hall. However, this is not to be taken for granted and you should send your registration on time in order to have a better opportunity for it to be accepted.

8. **In all applications, priority will be given to participants coming from the SEARO (South East Asian) and WPRO (West Pacific) regions of the World Health Organisation, for which the conference is held.**
9. Participants who show interest after the registration period is over (15th December 2011) or after it is closed by TIF due to having reached the number of participants the conference hall can accommodate, will be placed on a **waiting list** and will be served only if there are **cancellations**. These participants will be informed within the first week of January 2012 whether their application could be accommodated or not. For them, some extra days will be given to address their participation costs to TIF.
10. The **“Travel & Accommodation” Form** will be sent by TIF office to new participants or to previously cancelled participants who would like to renew their registration. Please expect it within 1-2 working days from the date of sending your registration form (for new participants) or from the date you confirm your participation (for previously cancelled participants). Weekends (Saturday & Sunday) are not considered as working days. For already registered participants who reconfirmed their attendance, it will be sent on 30th November and 1st December 2011. If you do not receive the Travel & Accommodation form within the deadlines mentioned above, please contact us, as your registration might not have reached us.

For all participants:

11. **Invoices** will be sent to all participants as soon as possible after receiving their Travel & Accommodation Forms. In all cases, we endeavour to give at least 2 weeks' time for their settlement.
12. **Settlement of invoices** must be made by 15th January 2012 for all participants, except for those placed on a waiting list, who will be informed whether their application was successful within the first week of 2012. These **ONLY**, will be given an extension until 25th January 2012. For this matter, you will need to initiate your payment the soonest possible, in order that your payment is completed by the set deadline. If you have a sponsor, we kindly ask you to inform your sponsor accordingly. The relevant participation costs can be found on the Travel & Accommodation Forms which you will receive from us promptly, so you can calculate your participation costs beforehand. If you have any questions about the costs, please be prompt in contacting us.
13. **Invoices** which have already been issued, based on the details you have given on your Travel & Accommodation forms, **will not be changed for requests in your accommodation plans.**

14. ONLY for **changes in travel details** which do not affect accommodation dates (if the participant will book accommodation through TIF), the last date of informing TIF is 29th January 2012.

General:

15. Please check regularly your spam or junk mail folder in case an email from TIF has ended there.
16. If you would like to cancel your participation, the sooner you let us know, the more time you will give us to grant your place to another participant.