

REGISTRATION TERMS AND CONDITIONS

Please read these terms and conditions carefully. They are subject to change without prior notice.

All participants are required to register online, or on-site at the registration desk at the venue. Online registration closes on June 1, 2023 and onsite registration opens on Thursday, June 22, 2023.

1. Main Program Registration Types

- Full Program: Access to all sessions and exposition hall from June 23-25, as well as the Welcome Reception, daily breakfasts, breaks and lunches on Friday, Saturday, Sunday; the CUA Networking Event and President's Reception and Banquet.
- Scientific-program only: Access to all sessions and exposition hall from June 23-25, as well as the Welcome Reception, daily breakfasts, breaks and lunches on Friday, Saturday, Sunday.

2. Payment

Payment of registration fees can be made by credit card (Visa and MasterCard) or cheque. For payment by cheque, please ensure we receive the payment within 3 weeks of completion of your online registration. The deadline to receive payment by cheque is June 1, 2023. After this date, all payments must be done by credit card. Once you complete your registration, your invoice will be sent to you by email.

3. Registration Badge/Materials

Badges/materials will not be mailed prior to the meeting. You will be able to collect your badge/materials on-site at the registration desk located at the venue (Le Centre Sheraton Montreal Hotel).

4. Travel and Transportation

All delegates are responsible for arranging their own travel and transportation.

5. Visa Information

Requirements for obtaining your visa may vary between countries. Find out if you need a visa to travel to Canada by [clicking here](#). For full details on how to apply for a visitor visa, [visit this page](#) or contact the Canadian Embassy in your country. We strongly recommend to allow sufficient time to apply for the visa. CUA 2023 Registration/Secretariat will not be held liable for any failed visa applications.

6. Letter of Invitation

An official Letter of Invitation to assist you in obtaining a visa and authorization to attend the meeting will be issued ONLY after you have registered and paid the registration fees in full. Please do so before submitting a request to the Registration Manager, Kena Siu at registration@cua.org.

If visa is denied, the CUA will issue a refund for your registration (less a 25% administrative fee).

The Letter of Invitation for Visa is available to registered participants only.

7. Registration Policy

The following CUA 2023 Registration Policy applies to all individuals.

- Cancellation & Refund: Delegates unable to attend the CUA 2023 Annual Meeting will be entitled to a full refund (less 25% for administrative charges), provided that a written request is received by the CUA Corporate Office (registration@cua.org) by June 10, 2023. The organizers regret that refunds will not be considered for requests received after this date.
All approved refunds will be issued after the Annual Meeting. No refunds apply for no-shows.
- Substitution: All substitution requests must be submitted to the Registration Manager at registration@cua.org. For replacement of a delegate under individual registration, written permission from the original registrant is required, along with contact details of the substitute delegate. The person who will receive the payment approval needs to create a user account and register for the meeting but must not pay.
An administration fee of CA\$75 applies.
- Outstanding Balance: We recommend that all delegates make full payment of their registration fees prior to the CUA 2023 Meeting to avoid delays when collecting their badges/materials at the on-site registration desk. No badges and materials will be issued to delegates with an outstanding payment.

8. Delegate Badge/Security

For security reasons, all delegates will be issued a badge onsite that is required to be worn at all times during the Meeting and at any organized functions. Badge swapping is strictly prohibited. In the event of a lost or a forgotten badge, an administrative fee of CA\$25 will be charged for the reprint of the badge after verification of identification (passport, driving license or other recognized identification paper).

9. Videos and Photos for CUA 2023 Use

CUA 2023 attendance implies your consent to be photographed, filmed and/or otherwise recorded for use on the CUA 2023 Meeting website, official social media or news publications. Please note that no session presentations will be published without prior consent of CUA 2023 or the authors.

10. Insurance & Liability

In the case of government intervention or regulation, military activity, strikes or any other circumstances that make it impossible or inadvisable for the CUA 2023 Meeting to take place at the time and place provided, the delegate shall waive any claim for damages or compensation except the amount paid for registration after deduction of administrative expenses incurred in connection with the CUA 2023 Meeting and there shall be no further liability on the part of either party.

All delegates are encouraged to obtain adequate coverage for travel, health and accidental insurance before they depart from their respective countries. The organizers, their suppliers or agent will not be held liable for any personal injuries, or loss of, or damage to, private property belonging to the CUA 2023 delegates.

CUA 2023 Organizing Committee reserves the right to amend, delete and add to the terms and conditions at any time without prior notice.