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## **Terms & Conditions:**

### **How to Cancel –**

To cancel a registration, you **must email us at** [aseabw2019@bse.co.bw](mailto:aseabw2019@bse.co.bw). Please provide your registration confirmation number, name, company and ID or passport number.

Upon receipt of your cancellation notice, the ASEA 2019 Conference Organizing Committee will process your request and send you an email confirming your cancellation.

Please see our '**Refund Policy**' below for details.

### **Refund Policy –**

#### *Registration Fees*

Cancellations made less than four (4) weeks from the initial date of registration will be eligible for an 80% refund of the total amount. Conversely, cancellations made more than four (4) weeks from the initial date of registration will be ineligible for a refund.

Please see '**How to Cancel**' above for specific instructions.

#### *Denial of Admission*

The ASEA 2019 Conference Organizing Committee reserves the right to deny admission to any event attendee it believes does not meet the qualifications to attend and/or provided fraudulent information during registration. Any attendee may be asked to leave the event for any reason, such as exhibiting unruly or disruptive behavior. There will be no refunds to anyone in these circumstances.

### **Questions about Our Cancellation and Refund Policies -**

If you have questions about our cancellation or refund policies, please email us at [aseabw2019@bse.co.bw](mailto:aseabw2019@bse.co.bw) or call (+267) 3674400 and ask to speak to the ASEA 2019 Conference Organizing Committee and we will be happy to address them.