

*For online/card payment please visit:

*All the Remittance/Transaction charges are to be paid by the registrant

*The sender's name & Transaction ID must be mentioned in the registration form

*Must E-mail the scanned copy of the bank remittance receipt within 7 days after filling the registration form

*Please Note:- Fill the form in block letters, neatly written to avoid any ambiguity in details, Paste your latest passport size photograph and Post/Courier the completely filled and signed form to Conference Secretariat address as mentioned on this form. For cash deposit in account, please attach copy of cash deposit slip, For NEFT/Bank transfer UTR No is to be mentioned in the registration form in the space provided above. In absence of payment proof, registration shall not be confirmed.

- API Members above 75 years at the time of registration (Senior citizen) are requested to contact conference secretariat for their registration.
- Only one registration per UTR/Demand Draft would be accepted, if there are multiple registrations against one transfer, it will be considered as Trade Registration and the fees will apply accordingly
- Organisers reserve the right to reject a registration if found in violation of registration rules or to reassign them to a category which they may deemed fit
- Registration DD/Cheque should reach to the **APICON 2025** Secretariat office within the 10 days of the DD/Cheque issuing date via speed post or registered post/Courier.
- Registration slab applicable shall be the prevailing slab on the date of credit of amount in the Conference account. It is requested to send forms and payment promptly well ahead of slab transition period.

Cancellation/Refund Policy for APICON 2025

- 50% refund, if cancelled before 30th sept 2024
- 25% refund, if cancelled before 25th Oct 2024
- No refund, if cancelled after 26th Oct 2024
- Payment shall be refunded after 1 month of the conference through cheque.
- Cheque will be not accepted during promotion

Important Guidelines:

1. Conference Registration is Mandatory for all the delegates including children above the age of 5 yrs, less than 5 yrs, registration is free
2. Please ensure to wear registration badge (Bar/QR Coded) in the conference area
3. Registration is non transferable
4. Delegate must bring receipt at the time of registration
5. PG Students will have to submit a letter from HOD-Head of Department/Institute
6. Please mention your registration number in all future correspondence with Conference Secretariat
7. Registration confirmation letter along with the Registration ID will be sent to you within 30 days after receiving your payment
8. All Remittance/Bank Charges/online transaction fees to be paid by the delegate. For any card/online payment an additional fee of 3 % will be charged
9. For spot registrations: Payment will be accepted only by mode of cash/card. The disbursement of delegate kit for the same will be subject to availability
10. Delegate kit would be handed over only to the registered delegate. Only in exceptional cases, the kit will be handed over to any representative authorized by the Registered Delegate with a copy of signed Authorized Registration receipt
11. Entry of the Accompanying Person may be restricted to certain areas at the venue of the Event
12. Organiser will not be responsible for any date change of the conference and any loss or theft of personal belongings
13. Post conference, no kit or any workshop material will be disbursed to the delegate/associate delegate/PG student
14. Online registration will be closed on **15th Jan 2025**. Further registration will start at the conference venue as "Spot Registration" category only.
15. For any change in registration slab subsequently, same will be updated on the website www.apiconkolkata2025.com and shall be effective w.e.f revision date.



Conference Secretariat

API WB BRANCH

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Professional Conference Organisers:

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