

## Terms and Conditions

Each attendee or group of attendees who registered for the British Council 6<sup>th</sup> New Directions in English Language and Assessment Conference, 22 – 23 October 2018 in Kuala Lumpur, Malaysia (hereafter referred to as the "New Directions 2018") are subjected to the terms and conditions stated in this document. The term attendee/s includes but not limited to any person, delegate, media, institution representative, student, speaker, exhibitor and workshop participant.

### New Directions 2018 Registration

The schedule for registration is as follows:

- Early Bird Registration deadline: 31 August 2018, 23:59 (GMT+8)
- Standard Rate Registration deadline: 1 October 2018, 18:00 (GMT+8)

The organiser will only consider a registration to be complete and confirmed if requirements below are met:

- A completed registration form with all required information are provided
- Fee payment is received in full before the deadline as stated above

### Other registration terms

1. Should the Early Bird Registration deadline is over, the organiser reserve the right to charge the Standard Rate automatically.
2. New Directions 2018 registration will be closed on 1 October 2018, 18:00 (GMT+8)
3. In the event of maximum capacity reached, the organiser reserves the right to refuse any registration without prior notification.
4. All attendees must be at least 18 years old to be able to attend the conference. The organiser reserves the right to refuse any minor attendees (less than 18 years old).

### Fee Schedule

<b>New Directions 2018 Registration Fees *</b>	<b>Early Bird Rates (MYR) until 31 August 2018</b>	<b>Standard Rate (MYR) until 1 October 2018</b>
New Directions 2018 2-day pass, 22-23 October 2018	450	550
New Directions 2018 2-day pass with dinner, 22-23 October 2018	600	750
Workshop only, 1-day pass, 24 October 2018	280	
Students/PhD candidates, New Directions 2018 2-day pass, 22-23 October 2018***	20% discount from standard rate	

\* All prices, categories and dates are indicative and subject to change.

\*\*\* Student ID or official letter of a recognised university/college must be provided before can enjoy Student rate. Student rate is not applicable to the workshop pass on 24 October 2018.

New Directions 2018 2-day pass, 22-23 October 2018 includes:

- Access to all plenary and parallel sessions during the main conference of New Directions 2018.
- Lunch and refreshment throughout the main conference.

New Directions 2018 2-day pass with dinner, 22-23 October 2018 includes:

- Access to all plenary and parallel sessions during the main conference of New Directions 2018.
- Lunch and refreshment throughout the main conference.
- Conference dinner on the first day for one pax.



Workshop only, 1-day pass includes:

- Access to one (1) workshop on 24 October 2018 (attendee must select their intended workshop during registration)

To enjoy the student rates, attendee must email to [newdirectionseastasia@britishcouncil.org](mailto:newdirectionseastasia@britishcouncil.org) to provide proof of enrolment in a recognised university or college, i.e. Student ID or an official letter from the university/college, during registration.

#### Media Representative

All media representatives are required to contact the organiser at [newdirectionseastasia@britishcouncil.org](mailto:newdirectionseastasia@britishcouncil.org) to obtain a media registration form. All media representative must provide a copy of official media ID with the completed media registration form to be successfully registered. No fee payment is required for all media representatives.

#### Group Registration

Group registrations will be accepted for a minimum of 10 participants. Please contact the organiser at [newdirectionseastasia@britishcouncil.org](mailto:newdirectionseastasia@britishcouncil.org) for further information.

#### Payment

The organiser will only accept payment in MYR, using one of the following methods:

- **Credit Card**  
Visa and MasterCard are accepted. Credit cards are debited in MYR.
- **Bank Transfer – until 1 October 2018**  
Bank Name: **Citibank Malaysia**  
Account Holder Name: **British Council**  
Bank Account Number: **0-115889-028**  
SWIFT code: **CITIMYKL**  
Reference: Participant name, Registration ID, New Directions 2018 Kuala Lumpur

Please note that all telegraphic transfer costs must be prepaid by the payee. Cheques will not be accepted.

For any payment using bank transfer method, attendee/payee is required to email the bank transfer receipt to [newdirectionseastasia@britishcouncil.org](mailto:newdirectionseastasia@britishcouncil.org) before **1 October 2018**. The organiser will provide a **letter of confirmation** once the payment has been verified. Attendee is required to present the confirmation letter for organiser verification to collect the necessary name badge before conference.

#### Visa Requirements

Whilst Malaysia is a tourist-friendly country, attendees are advised to check his/her visa requirements before registering for New Directions 2018 and making traveling arrangement. The organiser would like to remind that it is the sole responsibility of the attendee to take care of his / her visa requirements. Attendees are advised to allow sufficient time for application procedure if an entry visa is required. In the event when the registration fee has been paid but the entry visa could not be granted/ not applied in time, the organiser reserves the right to not refund the paid registration fee.

#### Letter of Invitation

Should an attendee requires an official Letter of Invitation for visa application, they can request one from the organiser at [newdirectionseastasia@britishcouncil.org](mailto:newdirectionseastasia@britishcouncil.org). Attendee must complete their registration and make payment in full before requesting. The organiser will not provide any financial guarantee to the attendee and all expenses incurred are the sole responsibility of the attendee.



**Registration Cancellation Policy**

Notification of cancellation must be made in writing and email to the organiser at [newdirectionseastasia@britishcouncil.org](mailto:newdirectionseastasia@britishcouncil.org). If the written notification of cancellation is received before **15 September 2018**, a handling fee of **MYR 300** will be charged. No refunds will be made for cancellations received after this date. All refunds will only be processed after New Directions 2018 ends, provided necessary information has been provided in full, i.e: attendee details and bank account details.

**Registration Name Change and Replacement**

Name change and attendee replacement is not allowed after registration is completed and payment has been made, the organiser reserves the right to refuse entry of any attendees that do not match with the badges.

**Name Badge**

Attendees are required to wear the name badge at all times during the New Directions 2018. Any attendees without proper name badge may not be granted access to any New Directions 2018 sessions.

**Modification in New Directions 2018**

The organiser reserves the right to modify without prior notice, the programme, schedule, content and any statement in the promotional materials including but not limited to, brochures, website, flyers and email notification concerning, but not limited to, rules, terms and conditions, policies, fees and conference session. The organiser reserves the right of final decision in case of any dispute.

**Cancellation of New Directions 2018**

The organiser will take all reasonable steps to ensure a successful New Directions 2018. In the event that New Directions 2018 are disrupted, cancelled and/or postponed due to force majeure or interventions/actions from 3<sup>rd</sup> party, every effort will be made to resume normal as soon as possible. The organiser cannot be held liable by any party for any damages, costs or losses of any nature include. The organiser reserves the right to retain the entire registration fee for future New Directions conference, or to reimburse the attendee after deducting the incurred cost for organising of New Directions which could not be recovered from third parties.

**Privacy and Data protection notice**

The organiser complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of seven years from the time of collection.

**Granting of rights for photography, film and audio material**

The organiser reserves the right to use photographs and videos taken during New Directions 2018 for promotional purposes.

**Insurance**

The attendee shall take part in New Directions 2018 at his/her own risk and should take action to ensure that they have appropriate insurance cover. The organiser shall not be liable for any claims by the attendees or third-party claims or losses of any nature, including but not limited, loss of profits, punitive, indirect, special, incidental, or consequential damages or for other damages and any related claims of any nature, including direct, indirect, third-party, consequential or other damages resulting from or in connection with New Directions 2018.

**Fulfilment and Jurisdiction**

This document shall be subject to the law of Malaysia. In the event of any legal claims arising from either party, Malaysia shall be the sole court of jurisdiction.

