

# APSEC 2013 Registration Instruction and Policy

## REGISTRATION INSTRUCTION

### R1. Preamble

This Registration Instruction and Policy applies to *you* who register as a “**participant**” (also referred to as a “**delegate**”) for the **20th Asia-Pacific Software Engineering Conference** (abbreviated as “**APSEC 2013**”, or simply “**the Conference**”). All APSEC 2013 participants must register before attending the Conference.

**By submitting your registration, you are deemed to have understood and agreed to this Registration Instruction and Policy.** This Registration Instruction and Policy, and more generally, all matters relating to registration for or participating in APSEC 2013 shall additionally be governed by the laws of Thailand.

APSEC 2013 will be held on 2-5 December 2013 at Pullman Bangkok King Power Hotel in Bangkok.

Homepage of APSEC 2013 Website: <http://apsec2013.eng.chula.ac.th/>  
Registration Information: <http://apsec2013.eng.chula.ac.th/registration/>  
Registration Website: <http://apsec2013.eng.chula.ac.th/reg/>  
Registration enquiry email: [taratips@chula.ac.th](mailto:taratips@chula.ac.th)

### R2. Procedure

**R2.1. Registration on or before 22 November 2013** can be submitted by one of the following methods:

- **Online(credit card payment):** register online at the Registration Website, *or*
- **Online(money transfer payment):** **after making the money transfer**, proceed to register online at the Registration Website (must upload money transfer slip scan)

**R2.2. Payment on or before 22 November 2013** can be made *in Thai Baht (THB) only* by credit card or money transfer. For credit card payment, *Visa, MasterCard and JCB* credit cards are accepted. For money transfer payment, please transfer the money to the account shown below.

#### Domestic Money Transfer

Account Number	:	045-583011-5
Account Name	:	APSEC 2013
Bank	:	The Siam Commercial Bank Pcl. Saphakachat Thai Branch

#### International Money Transfer

Account Number	:	045-583011-5
Account Name	:	APSEC 2013
Bank	:	The Siam Commercial Bank Pcl. Saphakachat Thai Branch
Bank Address	:	1873 Henry do nant Road Patumwan , Bangkok 10330 Thailand
SWIFT Code	:	SICOTHBK

Note that all costs associated to bank transfer payments must be borne by you. APSEC2013 must receive the payment in full for the registration to be successful. Please retain the money transfer slip and upload its scan during online registration.

We will acknowledge registrations within 7 working days and process them on a first come, first served basis. Validity and confirmation of registration is conditional upon receipt of full payment. **Note that payment is non-refundable.**

**R2.3. Registration after 22 November 2013** is only available in person on site at the conference venue during the period 2–5 December 2013, upon non-refundable payment in THB by cash.

### R3. Registration Fees

Registration type	Amount <b>Author (on or before 12 Oct 2013)</b>	
Author (All tracks except Postgraduate Symposium and Tutorial Speaker)	27,000 THB	
Author (Postgraduate Symposium, Tutorial Speaker)	17,500 THB	
Non-author	Early Bird (on or before <b>1 Nov 2013</b> )	Normal (after <b>1 Nov 2013</b> )
Regular non-author	27,000 THB	33,000 THB
Student non-author	17,500 THB	21,000 THB
บุคคลทั่วไปชาวไทย, นิสิต, , นักศึกษา) ที่พำนักอาศัยใน ประเทศไทย	10,000 THB	12,000 THB
นิสิต, นักศึกษาชาวไทยที่ พำนักอาศัยในประเทศไทย	7,000 THB	9,000 THB
EXTRA		
	<b>Each extra page (max 2) for Regular Research Track FULL paper that exceeds 8 pages only</b>	<b>1,600 THB</b>
	Each extra guest for Conference Reception	2,500 THB
	Each extra guest for Conference Banquet	3,000 THB
	Each extra guest for Half-day Tour	1,000 THB

### R4. Registration Types and Conditions

R4.1. Each participant needs to submit a separate registration.

R4.2. Each registration entitles the participant to attend all keynote speeches, all tracks and sessions, Postgraduate Symposium, workshops, and tutorials.

R4.3. Each registration also includes CDR Proceedings, Reception, lunches, tea breaks, Banquet and Half-day Tour of the Conference.

R4.4. Each student (non-author) registration must be attached with a scanned copy of your student ID card or a certification from your institution as a proof that you are a current full-time student.

R4.5. Each paper to be published in the conference proceedings must be associated with a **separate author registration** which must be paid in full by **12 October 2013**. *Papers with no associated author registration or not paid in full by then will be excluded from the conference proceedings.*

R4.6. For the **author registration** which is associated with a Regular Research Track FULL paper that exceeds 8 pages, extra page charge must be paid at the rate prescribed in the table above.

R4.7. Papers included in the conference proceedings will be considered for distribution in IEEE's digital library after the conference, subject to IEEE's approval. In line with IEEE's policy, **both IEEE and the APSEC 2013 Organizer reserve the right to exclude a paper from post-conference**

***distribution if the paper is not satisfactorily presented in person at the Conference.***

R4.8. Receipts will be handed over on site.

## **POLICY**

### **P5. Cancellation of Registration**

No refund will be made under all circumstances.

**IMPORTANT:** *Cancellation of author registration will result in the associated paper of the author being excluded from the proceedings and program of the Conference, unless the paper is also associated with another valid author registration.*

**IMPORTANT:** *The cancellation of a registration will not automatically cancel your hotel reservation(s).*

Cancellation of hotel reservations should be done separately and you have to submit your cancellation request(s) to the hotel or the agent through which you made your hotel reservation(s).

### **P6. Data Protection**

The Organizer may process, and instruct the Registration Office to process, personal data supplied during your registration for purposes relating to conference administration, security management, accounting, surveys and, more generally, for the exercise of the Organizer's obligations, rights and remedies.

You acknowledge and agree that, where the Organizer sub-contracts these tasks to an external supplier, this may involve the transfer of your personal data to a third party on a needs basis.

If you provide the personal data of another person, you shall ensure that (i) that person has been fully informed about the Organizer's right to process such personal data as set out herein and (ii) such personal data are collected and supplied in accordance with applicable legislation and without infringing such person's or any third party rights.

You have the right to consult and correct your personal data by addressing a request by email at [taratips@chula.ac.th](mailto:taratips@chula.ac.th).

### **P7. Event Cancellation, Postponement or Alteration**

If, for any reason whatsoever, the Conference Organizer is forced to cancel, postpone or materially alter APSEC 2013, in whole or in part, all reasonable efforts will be made to notify all registered participants reasonably in advance thereof. When the cause is out of reasonable control by the Conference Organizer, registration fees will *not* be refunded to the participants, but the APSEC 2013 Organizer will still make its best endeavor to include all accepted papers (with associated valid paid author registrations) in the conference proceedings published by Conference Publishing Services (CPS). By default, your contact details (such as name, title, affiliation and country) will be included in a list of APSEC 2013 delegates (excluding those who registered on site). *If you prefer not to be included in the list, you must expressly communicate this request by email to [taratips@chula.ac.th](mailto:taratips@chula.ac.th).*

### **P8. Event Rules and Regulations**

Whilst participating in APSEC 2013, you are required to comply with any policies or directions (such as but not limited to security, health and safety regulations) in force at the time of the Conference, given by or for the Organizer or any relevant third party, including the person responsible for the premises where the Conference takes place or any competent authority.

The Organizer accepts no responsibility for any belongings you may bring to the Conference. For security reasons, you will be supplied a name badge which you must wear at all times at the Conference. Your badge is strictly personal and may not be transferred to another person or modified.

The Organizer reserves the right to photograph and video-record all conference events and participants and to use such recorded photographs and videos in any internal and external communication, such as on its websites. Upon registration, you are considered to have expressed consent to such uses.

### **P9. Indemnity and Liability**

You acknowledge and agree that you will indemnify the Organizer against any damages incurred by the

Organizer as a result of a third party claim arising from your conference registration or participation. The Organizer's potential liability in connection with the Conference, whether in contract, tort or otherwise, is limited to the total amount of your registration fee. Furthermore, any claim for indirect, special or consequential loss or damage of any kind or for any loss of business or profit, revenue, anticipated savings, contracts, loss of a corruption to data, loss of use, loss of goodwill, interruption of business or claims of other parties or other similar pecuniary loss howsoever arising, even if the Organizer has been advised of their possibility, is expressly excluded.

To lodge a valid claim against the Organizer relating to your registration or participation, you must notify the Organizer *within 1 month* after the conference ending date. You agree to exonerate the Organizer from any liability relating to claims notified after that time limit.

*Delegates are recommended to have their own insurance coverage for attending the Conference.*