



## Registration Details

### ► Notices

- \* The content below was written as of 28 July, 2022, and is subject to change according to the Congress policies.
- \* By filling out and submitting the Registration Form, applicants are deemed to have understood and agreed to all of the registration details.
- \* All registration deadlines are in Korea Standard Time (UTC+09:00).
- \* Registration related inquiries: [daejeon2022uclg@gmail.com](mailto:daejeon2022uclg@gmail.com)

## 1. Registration Procedure

- In order to participate in UCLG Congress World Summit of Local and Regional Leaders 2022, you must individually complete the registration process during the registration period.
- Upon completion of payment of registration fees, a confirmation letter will be sent and registration will be completed.
- After the registration fee payment is completed, you can apply for a tour program.

### ► Group Registration

- Group registration is available when more than 10 people participate from the same organization and the group can get 10% discount on the entire registration fee.
- Group registration is applicable only during the pre-registration period, and an accompanying person is not included in the group registration count.
- **(Step 1) To pay the registration fee when registering as a group, one representative must submit an online application for participation on the website and pay the registration fee first by credit card or bank transfer.**
- When one representative completes payment of the group registration fee, a group code will be issued according to the number of people requested, and the details can be checked with the code in the My Page – Group Code Management menu tab.
- **(Step 2) The code must be distributed to the applicants, and each participant must individually apply for online participation.**
- **(Step 3) When applying for online participation, select Group Registration Code at the registration fee payment stage and enter the group code issued to complete registration.**
- The issued group code can only be used for online pre-registration, and on-site registration is not available.

### ► Media/Press Registration

- Domestic and international reporters and photojournalists who belong to online/offline media are required to complete registration to participate in the Congress.



- To receive the free registration benefit, reporters and photojournalists should submit supporting documents such as valid journalists ID or official request for coverage including the signature (or seal) of editor of the affiliated media outlet.

## 2. Registration Period

- Pre-online registration and on-site registration are available for this event.
- All registration deadlines are in Korea Standard Time (UTC+09:00).
- Participants who pre-register from within 15 days of the event (25 September, 2022) may be restricted from attending some official events, such as the opening ceremony, due to the security policies.

## 3. Registration Fees

- When registering as a group (10% discount) during the Early Bird (20% discount) registration period, a 30% discount is applied from the regular price.
- **Accompanying person applicable for people who are accompanying participants but will not themselves be actively involved in the Congress sessions.**
- **Domestic participants refer to domestic UCLG member/non-member cities (including companions), related institutions, and general participants from Korea.**
- **For the 3-day pass, group registration will be eligible when there are at least 10 people (maximum 30 people or less) from the same affiliate, and you can get a 10% discount on the total registration fee.**
- Upon completion of the online registration fee payment, only an electronic receipt is issued, and no VAT is charged within the registration fee (not subject to taxes.)

## 4. Registration Payment and Refund Policy

- To attend the UCLG Congress World Summit of Local and Regional Leaders 2022, you must complete an online application for participation and payment of the registration fee.
- Only participants who have paid the registration fee will receive a confirmation of registration to the email (ID) entered when applying for online registration.

### ▶ Registration Fee Payment

- For bank transfers, the **registration fee must be paid in USD**, and all remittance fees are borne by the participant.  
(\*If the amount is not paid in full, you may be asked to pay an additional amount on site.)
- For credit card payments, **VISA / Mastercard / American Express / JCB / Union Pay** are accepted. credit cards, statements will indicate EZpmp Co., Ltd (Conference



Organizer name) as the business name..

- When registering on-site, payment of the registration fee is only available via **credit card**.
- If you need on-site payment for unavoidable reasons, please contact [daejeon2022uclg@gmail.com](mailto:daejeon2022uclg@gmail.com) in advance (until 3 Oct. 2022).
- You can apply for registration fee invoice from **[My page]** - **[Payment]**.

### ▶ **Canceling Registration**

- If you wish to cancel the registration due to the personal circumstances, please fill out the **[Registration Cancellation Form]** and submit it to the Registration Team email.
- If you cannot attend the Congress because your visa application is rejected, please contact the Registration Team. If you submit the **[Registration Cancellation Form]** and **[Notice of Visa Rejection]** by **30 September 2022**, the registration fee will be refunded after the event is completed, excluding any applicable administrative fees (within 4.5% of the registration fee).
- In the event that entry/exit is restricted due to quarantining because of the COVID-19 situation, or it is impossible to attend the general assembly due to the confirmation of a positive COVID-19 case or other related reasons, please submit the **[Registration Cancellation Form]** and **[Proof Documents]** by **30 September 2022** to Registration Team email, and the registration fee will be refunded excluding any applicable administrative fees (within 4.5% of the registration fee).
- If you do not receive a confirmation email for cancelation within 48 hours after submitting the registration cancellation application by email, please contact the Registration Team.

### ▶ **Refund Policy**

- Refunds of registration fees will be processed collectively within 30 days of the end of the Congress.
- If you are denied entry because you do not comply with the regulations of the Korean government, or if you have paid the registration fee but do not attend the Congress without any notice, the registration fee is non-refundable.
- Any fees incurred when refunding the registration fee are borne by the participant.

### ▶ **Transfer of Registration Fees**

- If someone pays their registration fee but later cannot attend the general assembly due to personal circumstances, the registration fee can be transferred to someone else.
- If you need to transfer the registration fee, please fill out **the [Application for Transfer of Registration Fee]** form and submit it to the Registration Team.



- Transfers of registration fees are only available during the online registration period (June – 3 October 2022)
- Transfers of registration fees are available only if both parties apply for **the same registration category during the same registration period.**
  - \*Participants who applied during the Early Bird period must submit the registration fee transfer application within the Early Bird period. Registration fees are non-transferable after the Early Bird period (31 August).
  - \*Participants who applied during the Full Fare period can apply for transfer of the registration fee within the Full Fare period, and transfer of the registration fee is not possible after the Full Fare period (3 October).
- **Registrations cannot be transferred or resold to third parties without the permission of the 2022 Daejeon UCLG World Congress Organizing Committee. The committee is not responsible for any disadvantages caused by the transfer.**
- If you do not receive a confirmation email within 48 hours after submitting the registration fee transfer application form, please contact the registration team again.

## 5. On-site registration information

- Participants who have completed pre-registration can receive a name tag by visiting the on-site registration desk (pre-registration table) with the registration confirmation document that will be sent via email.
- Name tags are issued after identity verification and **cannot be picked up via proxy.**
- All registered general meeting participants must wear their name tags when entering the venue during the event period. People not wearing a name tag may be restricted from entering the event venue.
- If a name tag is lost or damaged, **it cannot be reissued**, so please take a good care of it.

## 6. General matters

### ▶ Notice of event changes

- If there are any changes/notifications related to the 2022 UCLG World Congress Daejeon, please check the details that will be emailed or posted on the website.

### ▶ Confirmation of participation

- After the event, confirmation of participation in the Congress will be issued only to the applicants.
- Participants who need the issuance of a confirmation of participation, please request it by e-mail by **October 25, 2022 (Tuesday).**



### ▶ **Health/Safety/Disaster Compliance**

- Participants must comply with the policies of the Government of the Republic of Korea and regulations required by the 2022 Daejeon UCLG World Congress Organizing Committee regarding health/safety/disasters applicable to the period and location of the World Congress.

### ▶ **Insurance**

- The registration fee does not include participant insurance. All participants are requested to purchase travel insurance, etc. individually.
- **The 2022 Daejeon UCLG World Congress Organizing Committee is not responsible** for any injuries or financial loss caused by participants' personal circumstances.

### ▶ **Video and Audio Recordings**

- During the World Congress, the 2022 Daejeon UCLG World Congress Organizing Committee may take photos/videos of the participants and expose audio and video recordings, etc., and some of the participant information (name, affiliation, title, photo, etc.) may be distributed in printed products and websites.
- Recordings via participants' individual video/audio equipment is prohibited, and the use of any equipment must be stopped immediately upon request of the 2022 Daejeon UCLG World Congress Organizing Committee.

### ▶ **Use of Personal Data**

- Information entered in the participation form will only be used for the following purposes:
  - Information related to the World Congress program and related events
  - Participant management, website member management, registration fee payment, etc.
  - Preparation of documents necessary for event operation, such as official invitations and visa letters
- Participants' information may be shared with third parties (e.g., official Housing Bureau, travel agencies, hotels, etc.) for the operation of the World Congress.
- For more details regarding the above information, please check [the \[Terms of Use\]](#) and the [\[Personal Information Policy\]](#) at the bottom of the website.