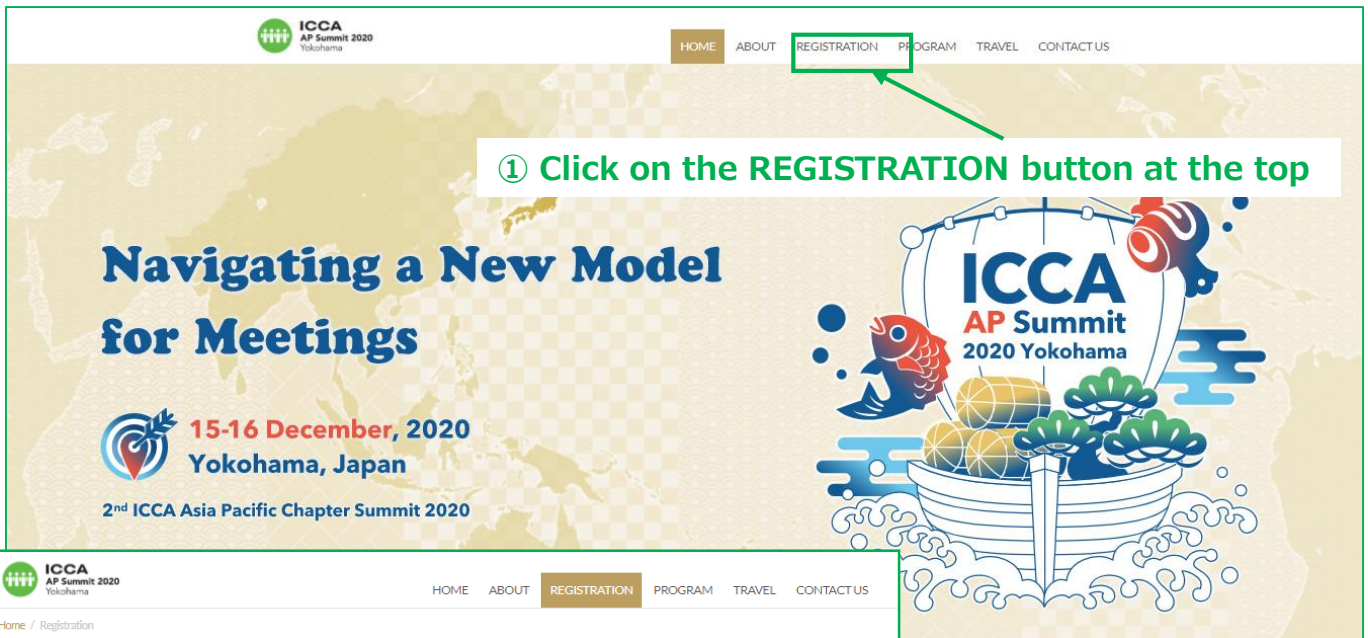


ICCA AP Summit 2020 Registration Guide

Please go to the event web HP: <https://iccaapyokohama2020.com/>



① Click on the **REGISTRATION** button at the top



② Please see the details below:

【Registration fee】

YOKOHAMA (onsite participant) 1 person € 250
YOKOHAMA (onsite participant) 2+ person € 220

※ Participant fee includes, participation at the venue, access to the online platform (sessions can be viewed for up to one month after the summit), simultaneous interpretation (Japanese/English), onsite lunch x 2, afternoon coffee break x 2, Summit Reception (Day 1).

※ Participants are responsible for travel expenses to and from the Yokohama venue, and hotel accommodation expenses.

VIRTUAL (online participant) 1 person € 180
VIRTUAL (online participant) 2+ person € 150

※ Participant fee includes access to the online platform (sessions can be viewed for up to one month after the summit)

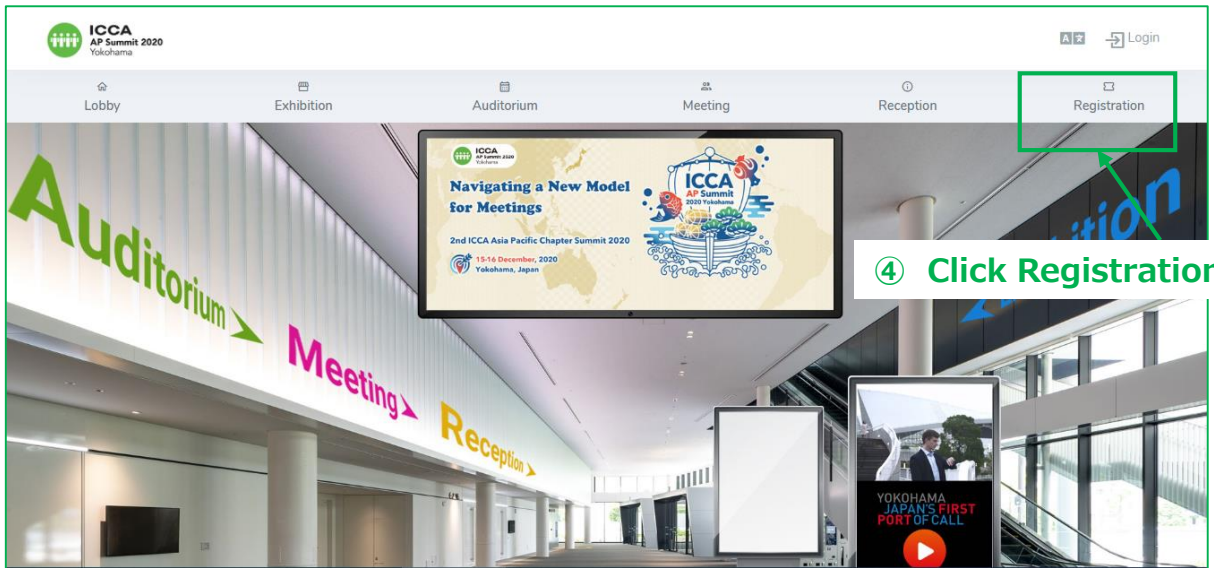
Yokohama will expense 5 Euros per delegate as part of their registration fee to purchase credits for Yokohama blue carbon offsets that will compensate the local environmental impacts of hosting the event in Yokohama.

For more details on the Payment Method and Cancellation Policy, please refer to the last page.

③ Click the **REGISTER NOW** button to register online.
If you prefer to pay by bank transfer, please register online first.

Please enter your information on the online platform.

<https://iccaapsummit.miceair.com/>



4 Click Registration

You need to [Login](#) before you can register for the event. Please create an account if you dont have it.

Don't have an account ?

Name *

Email address *

Password *

Company*

Position *

Timezone *
(UTC+09:00) Tokyo

Event organizer may share my contact with exhibitor for marketing information.

Keep me updated on the latest news, events, and exclusive offer from this event organizer

I have fully read and understood this Personal Data Notice and by signing this, I acknowledge receipt of this notice and agree to the contents therein.

[Continue](#)

5 Enter the required information to create an account

※ Participants names will be displayed on the online platform, so please enter in English.

Name

Email address

Company

Position

Time zone (UTC +9:00 Tokyo)

6 If you agree, enter a (the first 2 points are optional)

- Event organizer may share my contact information with exhibitors for marketing purposes.
- Keep me updated on the latest news, events, and exclusive offers from the event organizer.
- I have fully read and understood this Personal Data Notice and by signing this, I acknowledge receipt of this notice and agree to the contents therein.

For more details on the Terms and Conditions and Privacy Policy, please refer to the last page.

Timezone *
 (UTC+09:00) Tokyo

Event organizer may share my contact with exhibitor for marketing information.

Keep me updated on the latest news, events, and exclusive offer from this event organizer

I have fully read and understood this Personal Data Notice and by signing this, I acknowledge receipt of this notice and agree to the contents therein.

Continue

⑧ After confirming the information, click the Continue button.

※Clicking the Continue button will complete your registration, and result in an application and payment obligation.



2nd ICCA Asia Pacific Chapter Summit 2020

15 Dec 2020 - 16 Dec 2020
 (UTC+09:00) Tokyo

Yokohan

Registration

Click on attendee type to register.

Yokohama: Regular **Yokohama=onsite participant**

Yokohama: Co-delegate

Yokohama: Speaker

Virtual: Regular **Virtual = online participant**

Virtual: Co-delegate

Virtual: Speaker

⑨ Select a participant category and fill in the required fields required.

※ If you are a Co-delegate, please enter the main delegate's name.

Meeting Reception Ticket

Billing Info

Please verify your billing info because it will be printed at your invoice. If you want to update billing info, please change it from user profile page.

Organization :
 Address Line 1 :
 Address Line 2 :
 Address Line 3 :
 Zip :
 City :
 Country :
 Email add :
 Phone :

Update Billing Info

⑩ To update your billing information, click the Update Billing Info button

Email address :
 Phone :
Update Billing Info

Select your ticket.

Purchase 2 Days Hybrid Meeting EUR 220
 15 - 16 December 2020

Credit Card
 Bank Transfer

⑪ To complete your payment, please select Credit Card.

※If you prefer to make your payment by Bank Transfer, please contact the administration office ⑩ after completing your registration.

iccaapyokohama2020@congre.co.jp)

Terms and Conditions

PAYMENT METHOD

Payment of the registration fee can be made by credit card (Visa, Mastercard, or American Express). If you prefer to pay by bank transfer, please contact the Secretariat at iccaapyokohama2020@congre.co.jp after completing the online registration.

CANCELLATION POLICY

All registrations are subject to the cancellation policy. Due to the considerable investment towards the ICCA Asia Pacific Chapter Summit 2020 and planning the Summit in an unprecedented time, ICCA AP Summit 2020 Yokohama Local Host Committee (hereinafter referred to as the "LHC") is unable to provide refunds in case of cancellation or downgrading of registration category.

Please note that you will be able to change your registration category until 30 November 2020. If you registered to attend in person at Yokohama you will be able to change your registration category to Virtual, but LHC is unable to refund the difference. If you registered to attend virtually you will be able to change your registration category to attend in person in Yokohama by paying the difference.

Name changes are allowed within the same company.

Please contact the Secretariat at iccaapyokohama2020@congre.co.jp to make a registration category or name changes until 30 November 2020.

IMPORTANT

When you press "Continue" at the bottom of this page, you accept the terms and conditions, and commit to pay the applicable registration fees. This means if you cancel before you transferred payment, you are still obliged to pay the cancellation fee. This is also applies if you don't attend the Summit.

Privacy Notice for Events

At ICCA, we take your privacy seriously, and want you to understand clearly how we will use the personal data you supply when registering to attend ICCA Asia Pacific Chapter Summit 2020 (hereinafter referred to as the "Meeting"), which represents the establishment of a contract between you and ICCA AP Summit 2020 Yokohama Local Host Committee (hereinafter referred to as the "LHC"). We have one set of conditions for "ordinary" personal data (name, contact details, job title, etc.), and a different set of conditions for "sensitive" personal data (e.g. personal photograph; dietary requirements; disabilities).

Conditions for "ordinary" personal data

By registering, you agree to share your "ordinary" personal data you provide with the other delegates who will attend the meeting, to enable effective networking and business exchanges to take place, including on the virtual platform used for the meeting. Personal data for all delegates will be retained on the registration system for 1 year; other parties who do not attend the meeting will not be able to access personal data from this meeting.

- I agree that the LHC may process my data in their event registration system, and may communicate with me via email, post or other methods with important messages relating to this meeting.
- I agree that the LHC may share my data with the virtual platform provider, MICEair, for the purpose of this meeting.
- I agree that the LHC may add my personal data to their CRM system, where they maintain records of participants of the events in which the organise.
- I agree that LHC may share my details (name, company and country) with ICCA.

Special opt-in conditions for sensitive personal data

Some personal data is regarded as particularly sensitive, and the LHC will always handle this type of data with an appropriate level of care.

Photographs

Delegates have the option to share a photograph of themselves, or may opt not to provide a photograph. If shared, the photo(s) will remain on the meeting virtual platform for 3 months.

- I agree that LHC may save my photograph on the meeting virtual platform for 3 months.

Photography and video material

Photos and videos taken at the meeting may be reproduced in ICCA's educational, promotional or news material, and the promotional material of the LHC's member groups (the City of Yokohama, Yokohama Convention Visitor Bureau and PACIFICO Yokohama). This includes, but is not limited to, any print or electronic media (including social media) and websites.

ICCA and the LHC reserve the right to crop, splice, treat and edit any imagery or photographs taken at the meeting. The Participant waives the right to inspect or approve the finished product, including written or electronic copies. Additionally, all rights to royalties or other compensation arising or related to use of the name, photograph or biography are waived by the Participant, Participant's agents or employees. All photographs and video materials taken at the meeting become the property of ICCA and LHC. The Meeting related material may not be photographed, drawn, copied or reproduced without LHC's written permission.

Naturally, Participants always retain the right for their picture to be removed. Should you wish to have your picture or video removed, please contact us and we will take action accordingly.