



14 May 2019

Dear Group Organizer,

This letter details the RI Group Registration Policies and Procedures for the 2020 Rotary International Convention in Honolulu, Hawaii, United States. Please review all instructions and guidelines carefully. By registering as a group of 25 or more registrants (including guests) through Rotary International, all points below will apply:

- 1. Registration, Rotary-ticketed & pre-convention events** – Group organizers will register their attendees for convention and RI events within the established deadline dates (5 June 2019 for the promotional rate, 15 December 2019 for the next level of registration fees, 31 March 2020 for final preregistration). After 31 March 2020, additional group members can only be added onsite at the convention. Group organizers should include RI events in their materials to attendees as well as their orders and payment with their registration submission.

Please note: it is not necessary to register for the full convention in order to attend a pre-convention. If you have registrants who wish to attend a pre-convention only or who are purchasing the Saturday House of Friendship-only pass, mark their registration category as **X** on the group registration spreadsheet. Pre-convention only and Saturday only registrants will not count towards your group size for purposes of complimentary escort badges.

- 2. Payments for group registrations** – All fees for your registration and RI event orders must be submitted in one payment and paid in full. Submit your registration and payment to the RI Registration Specialist, Jacob Lesgold, at jacob.lesgold@rotary.org and note your payment method on the registration form. Payment methods accepted:

Credit cards – For your protection, we cannot accept credit card information by email. To pay by credit card, submit the Group Registration Credit Card Payment Form by fax or mail as directed on the form and include all information as requested. We can accept VISA, MasterCard, American Express and JCB. Credit card payments will be charged in U.S. dollars.

RI International Office or Fiscal Agent – You can submit payment through an RI International Office or Fiscal Agent. Be sure to provide your group name, organizer contact information including telephone and e-mail address, and indicate it is a group registration payment for the 2020 RI Convention. A list of approved Fiscal Agents and International Offices is included. RI International Offices and Fiscal Agents can process payments in their local currency.

Checks – Please include a note with your check indicating that it covers your group registration for the 2020 RI Convention. Checks must be drawn from a U.S. bank in U.S. dollars and sent to:

Rotary International
14244 Collections Center Drive
Chicago, IL 60693
USA

- 3. Confirmations** – Group organizers will receive a preliminary confirmation file in Excel for review. If any corrections are required, highlight the cell in **yellow** and indicate the correction in

bold. Registration confirmations will be sent directly to the group organizer but not individually to group members.

Letters of invitation will be included for registrants that reside in countries that require a visa to enter the United States. They will be issued in the primary registrant's name with all guest names included.

A final confirmation file will be sent to the group organizer after the second registration deadline. At that time, RI will advise the group organizer if they qualify for complimentary registration(s) for non-Rotarian group escort(s). RI will provide one registration per 40 full convention registrants who are paid at the adult rate (categories 1-4, including guests). If your group has fewer than 40, no complimentary registrations will be provided. If you have additional escorts who will need to enter convention facilities, you may add them to your group at the applicable rate at the time of registration.

- 4. Registration & Ticket Cancellations** – All group organizers and convention registrants must comply with the cancellation policy as indicated below:

RI will accept cancellation requests through 30 April 2020. All registration cancellations are subject to a service fee of US\$50 per person. After 30 April 2020, registration and ticket fees will no longer be refundable. For cancellations due to non-issuance of a visa, RI Registration Services must receive notice by 10 June 2020. For cases of force majeure after 30 April 2020, refund requests will be considered on a case by case basis. The service fee applies to any approved cancellations regardless of reason. All cancellation requests must be submitted in writing by the group organizer to jacob.lesgold@rotary.org or by fax at +1-847-556-2194. **Telephone cancellations cannot be accepted.** RI will refund registration and ticket fees if the 2020 RI Convention is cancelled, but takes no responsibility for travel or other related costs incurred by Rotarians and their guests. **NOTE: Registration and tickets are not transferable to other convention registrants.**

- 5. Transferring Registrations** – Registrations and tickets cannot be transferred. You may not substitute or replace one registrant's name, prior to or onsite at the convention, for another who wishes to participate. You will need to cancel the first registrant and register the new participant. No exceptions will be made.

A fee of US\$100 per Registration ID will be charged to the group organizer for previously registered individuals who transfer into the group. The same fee will apply for group registrants who later choose to register individually.

- 6. Obtaining Registration Materials** –The group organizer will be contacted prior to the convention to establish a time to pick up their group's materials. If the organizer will not be attending the Convention, they should designate a representative to obtain the group's materials and inform RI in advance of the convention. If the group organizer/representative arrives outside of their scheduled pick up time, they may be requested to return at a later time. **Group registrant materials can only be picked up by the group organizer/representative. Any registrants in the group who require that their materials be picked up early, due to attendance at the pre-convention events, must be requested in advance. The group organizer/representative cannot obtain registration materials for registrants who registered individually.** All group registration materials will be available in the registration area in the Hawaii Convention Center. The exact location will be communicated at a later date.
- 7. Opening and Closing Sessions** – If more than one seating is scheduled for the opening or closing session, the group organizer will be notified of their assigned seating(s) after the 31 March 2020 registration deadline. Please note that seating assignments and session times are subject to change at any time without notice. **Your group's arrival and departure times and any special events organized on the dates of the opening and closing sessions should be flexible, so that your group can attend either scheduled seating.** All members of your group will be assigned to the same seating of the opening/closing plenary session(s). **RI cannot accommodate requests for specific seating assignments.** Any consideration for a change in the seating assignment will be determined on-site, based upon availability.

- 8. Deadlines** – Registration and ticket requests, payments and cancellations must be submitted by the following dates:

5 June 2019	Deadline for promotional rate
15 December 2019	Deadline for December rate
31 March 2020	Final deadline for pre-registration
30 April 2020	Cancellation deadline
10 June 2020	Cancellation deadline for visa denials only

- 9. Housing** – Experient is RI's housing bureau for the 2019 RI Convention. Please contact them directly for all housing information. The group housing form is available at www.riconvention.org.

Fax: +1-312-329-9513
Email: rotarygroups@experient-inc.com

- 10. Host Event Tickets** – Host event ticket requests should be sent directly to the 2020 RI Host Organization Committee via their website, <https://www.rotaryhonolulu2020.org/honolulu-convention#Host-TicketedEvents>.

- 11. Transportation** – Transportation will be provided for all attendees staying in RI room block hotels that are outside walking distance. If you will be using your own buses for transportation, please contact Sofia Martin (sofia.martin@rotary.org) for more information.

- 12. Interactors, Youth Exchange Students and Guests 5-18** – If the group is primarily made up of Interactors, Youth Exchange Students and/or guests 5-18 years, the group must also include one adult chaperone for every 10 registrants 18 and under. The non-Rotarian group escorts, which are included as described above in section 3, may be counted as chaperones. However, if the group requires more chaperones than the number of escort registrations earned, or if the chaperones are Rotarians, then the additional chaperones must be registered for the convention at the appropriate registration rate (Rotarian or guest 19 and over). See also item 14.

- 13. Privacy** – Your group members' privacy is important to Rotary and the personal data you share with Rotary will be used only for official Rotary business. This means that your group members' personal data will be used to facilitate their attendance at the convention and to enhance their convention experience (for example, we may share their personal data to print name badges). Personal data you provide when you register your group for the convention may be transferred to Rotary service providers (for example, affiliated entities) to assist Rotary in planning convention-related activities. Your group members may receive information about the convention and supplementary services via email. Group members may object to the use of their email address at any time by contacting ri.registration@rotary.org. (See rotary.org/privacy.) By submitting a group registration form, you represent and warrant that you have provided the appropriate notices and/or consents required to collect personal data and share it with Rotary International.

- 14. Child Privacy** – Children's privacy is important to Rotary, and the personal data shared with Rotary will be used only for official Rotary business. This means that the personal data of anyone under 18 who is part of your group will be used to facilitate their attendance at the convention and to enhance their convention experience (for example, we may share their data to print name badges). Personal data provided when registering for the convention may be transferred to Rotary service providers (for example, affiliated entities) to assist Rotary in planning convention-related activities. Personal information collected on this form is subject to Rotary's Privacy Policy found at rotary.org/privacy. In order for you to register a child for and have the child attend the 2020 Rotary International Convention, we require parental consent for their personal data to be stored in Rotary's customer and registration database until 30 days after the end of the convention and also to be used to print their name badge. As group organizer, you are responsible for providing proof of parental consent.

- 15. Photography Release** – The following applies to yourself and your registrants: By attending, participating in, or visiting the Rotary International Convention, pre-convention events, and Rotary-ticketed events, as well as Host Organization Committee events, you give consent for you and your children to be recorded by any means, including still photography,

audio, interview, and video recording (“Recordings”). You grant Rotary, free of charge, an irrevocable, worldwide right to use, copy, display, modify, distribute, publish and license the Recordings and your image, statements, name and voice, for promotional, marketing and educational purposes without Rotary International or The Rotary Foundation incurring debts or liabilities of any kind. Rotary will use the Recordings on its website, in its publications, via streaming and in social media and retains the Recordings and personal information for historical and research purposes.

16. Additional Notices - For security purposes, the group organizer must show photo identification (driver’s license or passport) to obtain group badges. RI reserves the right to check photo identification of group members at any time during the convention. Badges that do not match will be confiscated without refund and violators will be ejected. RI reserves the right to inspect all purses and bags. Registrants may refuse inspection; however, RI reserves the right to prevent entry. Group members’ badges will have a near field communication (NFC) tag that is encoded with tickets purchased for any Rotary-ticketed events. If group members allow exhibitors in the House of Friendship to scan their badge, they consent to give them access to your name and email address.

If you have any additional questions, please do not hesitate to contact me. I look forward to working with you and your group.

Kind Regards,

Jacob Lesgold

Registration Specialist, Meetings and Events

Rotary International

Tel: 1-847-866-3052

Fax: 1-847-556-2194

Email: jacob.lesgold@rotary.org