



REGISTRATION POLICIES

Who May Attend?

1. All post-secondary institutions and suppliers to the Canadian campus activities industry, corporate sponsors, plus recognized observers of the Organization. Any member who has an outstanding debt with **COCA** must clear that debt before being allowed to register for the conference. Associate Members must purchase exhibit space to attend the conference and be registered as delegates.
2. Only the following persons will be allowed to attend as official delegates and must pay the full registration fee:
 - a) Students, faculty, administration or staff members from member institutions.
 - b) Associate members, their employees and artists (such artists may not perform in the exhibit hall).
 - c) Individuals or groups who have been granted observer status by the Host.
 - d) Official guests of the conference.
3. Day registration may be available for official school delegates from member institutions. Day pass registrations must be approved by the conference host. Day registrations are good for only one day and will be issued only once to an individual. The day registration fee is \$100.00 per delegate.
4. An associate member artist or company registered for the Conference may purchase additional conference "Day Passes" for their employees at \$100.00 each. A "Day Pass" will be valid for all Conference activities on that day only.
5. Anyone attending the conference or any related function who is not an official delegate, observer, or guest must be approved by the **Conference Host**. Each individual wishing to attend any or all activities of the conference, such as educational seminars, showcases and the exhibit hall (including all personnel working in the booths) must be registered separately as official delegates.

6. Every delegate acknowledges the right and authority of the **Conference Host** or his/her representative to remove by any reasonable means, any delegate from any conference activity or facility, to deny further access to Conference activities and facilities, and to require the immediate surrender of a delegate's ID. This action may be taken for:

- a) violation of any COCA Conference Policy,
- b) violation of any published or posted rule/regulation of any conference facilities, or
- c) conduct that, in the sole opinion of the conference host or his/her representative, constitutes a danger or hazard to the safety/health of the person/property of other delegates, exhibitors, performer, or convention personnel, or that obstructs or interferes with any convention personnel or any conference activity.

7. Registration of the conference will be open as follows:

Wednesday	November 4 th	5pm – 7 pm
Thursday	November 5 th	9am – 11 am
Friday	November 6 th	9 am – 11 am
Saturday	November 7 th	9 am – 11 am

8. At the conference, one (1) person from each school, company, or artist should register the entire delegation. The head of the delegation will be responsible to pay any unpaid fees and for picking up conference material for each person in the delegation.

9. At the registration desk, delegates will receive badges that are required for access to all conference functions. A delegate must wear a conference badge to be admitted to any conference function.

10. No delegates will be allowed to attend any conference function or to enter the exhibit area until his/her registration fees and/or other conference fees are fully paid.

11. **Refunds** - Regional conference fees are fully refundable until one (1) month before the conference, 50% refundable until two (2) weeks before the conference and non-refundable after that. See Showcase Policies for information specific to refunds of showcase fees. No refund will be made at the conference site.

12. No changes or special allowances will be made in any delegate's registration fee.

13. No refunds will be provided for conference meal tickets.

14. There will be a \$10.00 charge payable in cash for lost name badges. The name badge is required for entry into all conference activities.

15. If a delegate loses his/her meal tickets, additional tickets may be purchased. No duplicate tickets will be issued free.

16. Replacement copies of the **Conference Manual** will be available for \$20.00.