

TERMS AND CONDITIONS

The following terms and conditions apply to all CAEI-2023 participants.

Registration type	#	Early Bird (until Sep 15)	Regular (Sep 16 to Oct 11)	Late (Oct 12 to Nov 5)	On-site (Nov 6)
Individual – General	1	US\$ 675	US\$ 725	US\$ 775	US\$ 825
Individual – Member OUI	1	US\$ 575	US\$ 625	US\$ 675	US\$ 725
Individual – Low & Middle-Income Countries *	1	US\$ 475	US\$ 525	US\$ 575	US\$ 625
1 Day pass	1	US\$ 225	US\$ 250	US\$ 260	US\$ 275
Group – General (3 delegates) **	3	US\$ 1,950	US\$ 2,100	US\$ 2,250	US\$ 2,400
Group – Member OUI (3 delegates) **	3	US\$ 1,650	US\$ 1,800	US\$ 1,950	US\$ 1,950
Group – Low & Middle-Income Countries (3 delegates) **	3	US\$ 1,350	US\$ 1,500	US\$ 1,650	US\$ 1,650
Group – General (10 delegates) ***	10	US\$ 6,250	US\$ 6,750	US\$ 7,250	US\$ 7,750
Group – Member OUI (10 delegates) ***	10	US\$ 5,250	US\$ 5,750	US\$ 6,250	US\$ 6,750
Group – Low & Middle-Income Countries (10 delegates) ***	10	US\$ 4,250	US\$ 4,250	US\$ 5,250	US\$ 5,750

* For nationals of countries identified by the [World Bank](#). This fee will be applied automatically at the moment of payment.

** Group from one institution.

*** Group coordinated by one institution, association or organization.

METHODS OF PAYMENT

All payments must be made in US Dollars (USD) using one of the following methods:

1. Credit card: CAEI accepts MasterCard and Visa credit cards. Complete credit card information must be provided at the moment of processing an online payment.
2. Wire transfer: Once the online registration has been completed, the system will forward a notification to the address provided. The registration will be considered “on hold” until proof of payment has been submitted and the reception of funds is confirmed.

To process a payment, each participant must:

- ✓ Follow the process outlined on the CAEI website,
- ✓ Provide all necessary information,
- ✓ Ensure that payment is made in US Dollars (USD).

Each participant is responsible for completing the payment process unless,

- ✓ A home institution or third party is processing payment on their behalf or
- ✓ They participate as part of a group or delegation for which the registration fee is being covered by a coordinating organization or third-party institution.

Wire Transfer

Registered participants that choose to pay via wire transfer must provide proof of payment and provide a copy of a bank-issued document indicating the date of the transaction. Documents must be sent by email to caei@oui-iohe.org. Once the funds are confirmed, a final receipt will be sent by email in the name of the person or institution identified as the participant.

Transfer information:

Beneficiary	Inter-American Organization for Higher Education 3744, Rue Jean-Brillant, office 592 Montreal (QC) CANADA H3T 1P1
Financial Institution	Banque de Montréal 2828, boulevard Laurier Québec City (Québec) Canada, G1V 0B9
	SWIFT Code: (BOFMCAM2) Transit: 02325 Account number (USD\$): 02324600190

WITH THEIR CONFERENCE REGISTRATION, Participants will have access to:

- Plenary sessions
- Expert panels
- Parallel sessions
- Welcome event
- Networking activities
- Plenary lunch
- Inter-America Award Ceremony
- Closing Ceremony
- Access to Expo CAEI

CANCELLATIONS AND REFUNDS

Cancellation date	Penalty
Before September 5	Cancellation fee (US\$100)
From September 6 to October 6	50% of paid registration
After October 7	100% of paid registration

- Refunds will be treated according to the cancellation policies stated above. Administration or banking fees may apply.
- Credit card payments will be refunded directly to the credit card used for payment.
- Refunds may be processed via wire transfer.
- A refund process can take up to 45 days following the event.

All changes and/or refunds must be requested in writing and must be received by the CAEI Secretariat before December 1, 2023, and in accordance with the cancellation and refund policies stated. Requests must be addressed by e-mail to caei@oui-iohe.org.