

HWWE2015 REGISTRATION GUIDELINES

- All participants are kindly recommended to register by completing and submitting the Online Registration Form with the appropriate fees.
- Upon submitting the abstract through the Conference Management Tool (CMT), each participant will receive paper id code by e-mail which is to be included in the registration form at the beginning of the Registration page under 'Publication". For those who are not submitting abstract, please leave this area blank
- All payments should be made by using bank transfer or on Demand Draft as per the details given below:

For BANK TRANSFER

- Account name: Humanizing Work and Work Environment 2015
- Account no: 34860883460
- Bank Name: State Bank of INDIA
- Branch: Powai, IIT Bombay, Mumbai 400 076
- IFS code: SBIN0001109
- International Swift Code: SBININBB519

For ON DEMAND Account Payee DRAFT, Payable at

- Account name: Humanizing Work and Work Environment 2015
- Bank Name : State Bank of INDIA
- Bank Code : 1109
- Branch: Powai, IIT Bombay, Mumbai 400076
- Mailing Address : HWWE 2015
Industrial Design Centre
Indian Institute of Technology Bombay
Powai, Mumbai 400 076,
India
Phone: +91 9820 480 395
FAX :- +91 22 2576 7803
email : office@hwwe2015.org
- **Please do not send any payment by cheque.**
- **No provision will be available to pay the registration fee by card at the Registration Desk.**
- **Foreign delegates are requested to pay by US Currency only.**

Registration fees

- Please note that unpaid registration form will not be considered as a valid registration unless fully paid and confirmed. Therefore a registration summary with auto generated registration id cannot be taken as a valid registration confirmation. Please make sure to pay your registration fees within the time frame as per the registration guidelines.
- Provision of On-site Registration will be available at the Registration Desk at the conference. It is to be noted that Payments made after the designated dates will exclude papers from being published both in the conference proceedings and blind peer reviewed publication.

- Registration will be processed only upon receipt of payment. Any bank fees charged must be borne by the participant.

GENERAL INFORMATION

- Registration for the conference includes participation in all Scientific Sessions, access to the Technical Exhibition and the Scientific Poster area, an invitation to the inaugural function, valedictory session, coffee breaks, all meals and special dinners, cultural programme, registration kit with proceedings / publications.
- Registered accompanying persons are entitled to attend the Inaugural Function, valedictory session, access to the Technical Exhibition and the Scientific Poster area, coffee breaks, all meals and special dinners, cultural programme, and a registration kit .

CONDITIONS OF CANCELLATION

Until 20 November 2015: Full refund, deducting 10% as administrative charges.

After 20 November 2015: No refund

- All cancellations must be notified to the Conference Secretariat in writing or mailed to office@hwwe2015.org. The amount to be refunded will be calculated according to the date of receipt of the cancellation notification. All refunds will be made after the conference.

TRANSFERRING OF REGISTRATION

- It is possible to transfer existing registration to another person registering in the same category, if you can no longer attend the conference with proper intimation.
- All transfer of registrations must be notified to the Conference secretariat in writing or mailed to office@hwwe2015.org. Please send the existing registration name and registration id (number mentioned in the email confirmation) with a completed offline registration form of the person to whom the registration will be transferred.

CONFERENCE SECRETARIAT DETAILS

HWWE2015

Industrial Design Centre,

IIT Bombay, Powai,

Mumbai 400 076, India

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