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# **SHRM HR Tech 2021**

## **Virtual Conference**

## IMPORTANT INFORMATION

### REGISTRATION TERMS & CONDITIONS

Please read these terms and conditions carefully.

- Terms and Conditions are subject to change from time to time without prior notice.
- Registrations are confirmed upon receipt of advance payment.
- Conference will be accessible through a web-link. Upon clicking on the link and upon entering your User ID and Password, it will take you to the Conference Main hall, sessions and Exposition.
- GST @ 18% will be charged on the registration fee.
- Bank Charges & convenience Charges (if any) will be borne by the participant only
- No company or organization is authorized to broadcast or share the SHRM HRTech21 Conference. Legal action can be taken if found that any individual or organization does not adhere to the mentioned stated above.

### Cancellation and Refund

- Cancellations are not accepted, and delegate fee is non-refundable
- Refunds or credit will not be given for delayed login, technical issues at user end, unattended events, or early departure.
- Substitutions are permitted and must be received in writing no later than 15 days before the start of the Event
- Last date to avail promo codes for participant is 25<sup>th</sup> August; post that existing promo codes will expire and new codes will not be assigned
- If user id and password will be shared with others to do multiple log-ins, it will be treated as a breach of registrations terms which can lead to the cancellation of registration
- Invoices raised after **15<sup>th</sup> August 2021** are non-cancellable and payable to SHRM India.
- Non-attendance to the event will be treated as No show and full fee is payable

### Consent for sharing Demographic details

Your demographic details (Name, E-mail address, Work-Phone number, Designation & Organization Name) will be shared with the Conference Sponsors.

### Tips to Make Your Virtual Experience More Interesting & Productive

1. Signing-in from a laptop recommended over mobiles or web for an optimum virtual experience.
2. Please login 30 minutes before the start of the virtual conference, test for any technical issues also experience the common areas such as exposition and networking zone.

3. A high-speed internet connection with a broadband of min 4mbps is required & a quiet corner will enhance the virtual experience.
4. Use Google Chrome browser. Clear cache and browsing history before logging in. If unable to login, use Incognito mode for login.
5. Close other applications while logging in to the Conference as it will occupy CPU memory and disrupt the experience.
6. Check your organization's firewall systems for allowing external web-link at least a day in advance. Some firewall systems of organizations do not allow access to external web-links. You have to check with your IT staff for granting access to the Conference link.
7. Attendees are advised to check login in advance, participate actively on polls discussions through chat windows, post Q&A's and participate in surveys more interestingly.

### Outstanding Balance

All delegates are advised to arrange full payments prior to the conference to avoid any delays in logging in to the conference. **Your registration will not be confirmed if payment is outstanding on the Conference day.**

### Registrations under Member Category

For registrations under Member Category, SHRM Membership needs to be active as on the date of registration. Please use the same email id as your registered email linked to your active membership. If the membership is not active as on the date of registration, the dues towards membership renewal will have to be paid or the registration will be transferred to Non-Member category. The outstanding will have to be paid to receive the conference badge and attend the conference.

### Registrations under Extensive Knowledge Package Category

All registrations under Extensive Knowledge Package Category will be entitled to One Year SHRM Global Internet-Only Membership.

The membership will be processed in 21 days from the date of receipt of payment.

### Conference Login

For security reasons, all delegates will be issued a Login ID and Password through an Email confirmation in advance to attend the virtual conference

### Conference Materials

The Conference Agenda with session details will be updated on conference website on regular basis.

## Registration Desk Closing Hours

Registration desk will close at **12 AM mid-night** on **2<sup>nd</sup> September, 2021**. All delegates are requested to register in advance to avoid last minute rush.

## FAQ's-Registrations

### Registration

**1. How do I register myself?**

You can register yourself through the Registration portal at <https://www.shrmconference.org/tech21>

**2. How do I know that my registration is complete?**

After completing registration and making payment, you will get a Login ID and Password through a **Registration confirmation email**

**3. What is the deadline for registration?**

12 PM on 3<sup>rd</sup> September, 2021

**4. Is any special price applicable for Launch?**

Yes. Please reach out to – SHRM India through Email - [shrmindia@shrm.org](mailto:shrmindia@shrm.org); Phone: 1800-103-2198 (Toll Free)

**5. I am a member will I get any benefit?**

As a member you are entitled to a special price for SHRM Tech 2021 Virtual Conference registrations.

**6. My membership has expired. What do I do?**

Your membership should be active on the **date of registration**. You have an option to go for “**Extensive Knowledge Package**” category and your Global internet membership will be renewed within 21 days. If you were previously a **Professional member**, please renew your membership via SHRM website and then go for Member category registration.

**Note:**

SHRM India will verify Conference registrations with Member database on periodic basis. If it is found that any person has opted for Member category although he is not a member or has not renewed his Professional or Global membership, Registration will be transferred to Non- member category and dues, if any will have to be paid on the Conference Day.

## Modification/Substitution/Cancellation

**1. What if I want my colleague/friend to attend as replacement?**

For replacement of delegate names under **individual registration**, written permission from the original registered delegate will be required, along with full contact details of the substitution. For replacement of delegate names under **group registration**, the substitution must be from the same organization. Please send your modification requests at [shrmindia@shrm.org](mailto:shrmindia@shrm.org)

**2. What is the deadline for substitution/ modification/cancellation?**

For registrations: **15<sup>th</sup> August, 2021**

**3. How much refund will I get after cancellation of registration?**

No refund is permissible in the event of cancellation of registration.

**4. What if I not able to attend the event due to unavoidable reasons? Am I entitled to refund?**

No refund will be made for Delayed Login, Technical issues, No-shows, Unattended events or Early Logout.

**5. In case where invoice is raised to my company after 15<sup>th</sup> August 2021 and I am not able to attend?**

Invoice raised after **15<sup>th</sup> August 2021** are payable to SHRM India. Non-attendance to the event in such cases will be treated as No show.

## Payment options

### 1. What is the fee structure for Conference registration?

Please refer to <https://www.shrmconference.org/tech21> or contact 1800-103-2198 (Toll Free) or [shrmindia@shrm.org](mailto:shrmindia@shrm.org)

### 2. What are the modes of payment?

- Credit card
- Debit card
- Net banking
- NEFT (Bank transfer option only available bulk registrations)
- Click on link and pay by Credit/Debit card

### 3. Can I make the payment Online directly after registration?

No, fee is payable in advance prior to the Conference day.

### 4. What if I want to do online transfer/NEFT?

Please use the below bank account details for making the online payment:

## Bank details

Bank Name: Citibank N.A.

Bank Address: FORT, MUMBAI 400001

Swift Code: CITIINBX

Account Name: STRATEGIC HUMAN RESOURCE MANAGEMENT INDIA PRIVATE LIMITED

Account Description: CURRENT ACCOUNT INR

Account Number: 0340841018

NEFT/IFSC Code: CITI0100000

MICR Code: 400037002