



10 e 11 de abril de 2018
Windsor Convention & Expo Center
Rio de Janeiro – RJ

Registration Agreement

CONDITIONS

The online registration period will run from **January 3, 2018** to **April 6, 2018**, or until the total number of places has been filled.

To begin registration, follow the steps below:

1. Carefully read the information;
2. Choose the type of registration (for either an individual or an organization);
3. Fill in the online form and pay the registration fee.

WHAT THE REGISTRATION FEE INCLUDES:

- Free access to the two-day event
- Coffee breaks
- Lunch
- Informative materials
- Participation certificate
- Content presented by speakers (if authorized), available on www.slideshare.net/CNseg

WHAT THE REGISTRATION FEE DOES NOT INCLUDE:

- Parking
- Accommodations

PAYMENT AND REGISTRATION CONFIRMATION:

1) For individuals

The deadline for paying for individual applications is **5 (five) days**, counting from the application request date, through a **bank payment slip**.



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2) For organizations

The deadline for paying for applications for an organization is **15 (fifteen) days**, counting from the application request date, through a **bank payment slip**.

3) International applications

International applications must be made using the [Registration Form](#) and payment must be made using a credit card.

Important Notes:

- Bank deposits will not be accepted.
- Enrolment at the event venue will not be possible if the maximum number of participants has already been reached.
- Replacement participants will only be accepted until April 6, 2018, provided that the company makes an official request and the event organizers authorize the replacement.

TAX INVOICE:

A tax invoice will be issued by the National Insurance School, addressed to the company or individual in question, in line with the CNPJ or CPF taxpayer number specified during registration.

The tax invoice for the amount paid will be sent to the address and email address stated on the application form in up to **three days**.

Application fee:

Period	Amount in R\$
January 3 to 31	1,680
February 1 to 28	1,890
March 1 to April 6	2,100



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CANCELLATION AND REIMBURSEMENT:

Applications may be cancelled until **6 pm on April 9, 2018 (Brasília time)**, using the [Registration Cancellation Form](#), which must be filled in and emailed to seminarios@funenseg.org.br.

A 15% cancellation fee will be charged. Accordingly, you will be reimbursed 85% (eighty five percent) of the amount paid.

For cancellation requests received after 6 pm on April 9, the cancellation fee will be 50% of the amount paid. Accordingly, for cancellations after this date, you will be reimbursed 50% (fifty percent) of the amount paid.

SIGN-IN:

- Participants can sign in on April 10 and 11, as of 8 am, by presenting a photo ID.
- The event will have **strict access control** based on photo ID and/or biometrics, and so the event's professionals will need to scan your fingerprint during sign-in.
- **Conference passes are personal and non-transferable, and their use during the event is mandatory.**
- If you lose your conference pass, you will be charged a **R\$500 fee**, which must be paid during the **act of reprinting** at the event venue.
- Participants who are seen circulating around the event venue without displaying their conference pass, or wearing another participant's pass, will be taken to the event's secretarial office to prove their identity, and they will have to pay to **reprint their pass (R\$500)** or the full **application fee (R\$2,100)**.



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