

## **Terms and Conditions**

### **Sarawak English Literacy Conference (SELC) 2025**

In this section:

- "The conference" means – Any conference or symposium organised by the Organisers, including any invited session, workshop, exhibition, school or tutorial that forms part of the programme or is associated with the event.
- "The Organisers" or "we" or "SELC" means Sarawak English Literacy Conference 2025 Organising Partner and or Committee.
- "Delegates" or "you" means those organising or proposing conference activities, and or registering for and/or attending the conference
- "Conference Activities" means anything forming, or intended to form, part of the conference programme, including, but not restricted to, invited sessions, workshops, exhibitions, schools, tutorials, and general conference sessions.

By submitting a proposal to organise Conference activities, registering for the conference, or attending the conference, you indicate that you fully agree to the Terms and Conditions contained in this document and that you are willing to comply with them and be bound by them.

#### **1. Registration**

- 1.1 To register for the Conference, you must complete and submit the online registration form following the instructions found on the website, and by doing so, you automatically accept these terms. By doing this, you undertake to pay the appropriate fee, that you will attend the Conference, and that you will participate in the conference activities.
- 1.2 To complete your registration, you must make payment according to the list of 'Fees and Charges' available on the Conference website. Your registration is not complete, and you do not have the right to attend the Conference or to receive the benefits and services of the conference until the correct payment has been received by us.
- 1.3 If you wish to take advantage of the early registration rate, you must ensure we receive full payment (not just the registration form) before the early registration deadline; otherwise, we reserve the right to charge the late registration rate.
- 1.4 If you choose to pay by Credit Card, you must make full payment through the credit card service provider that we choose, according to their Terms and Conditions. Your credit card information will not be received, handled or stored by us, and we take no responsibility for it. If for any reason, you choose to send us your credit card details, we undertake to take care of them to the best of our ability, but we take no responsibility for any loss through credit card fraud or crime occasioned by our possession of them.
- 1.5 Papers submitted by delegates will only be published in the proceedings if full registration payment is received by us before the deadline.
- 1.6 On-site registrations, or payments for other goods or services, must be made using a credit card or any payment method as we specified at the time.

1.7 We reserve the right to reject an application without giving reasons or to terminate a registration at any time

## 2. Registration Cancellation and Refunds

2.1 If a registration is cancelled on or before 1st July 2025, a 50% refund will be issued, subject to a 10% administrative fee. The cancellation must be in writing or by email. No refund is possible after two months before the conference's start date

2.2 If a registrant is unable to attend, they may transfer their registration to another individual by notifying the registration team at least one month before the event.

2.3 Upon transfer, the new registrant will assume all entitlements associated with SELC 2025, and the original registrant will forfeit all rights to access the event.

2.4 The original registrant is responsible for ensuring that the new attendee does not already hold a registration, as duplicate registrations are non-refundable.

2.5 We reserve the right not to make refunds until up to three months after the conference. Refunds for payments made by credit cards will only be made to the original credit card.

2.6 No refund will be made if a delegate breaches any of these Terms and Conditions.

2.7 In exceptional circumstances, a written request for a refund may be submitted to the SELC 2025 Organiser. While approval is not guaranteed, each case will be assessed individually at the Organiser's sole discretion.

2.8 All cancellation and transfer requests must be submitted in writing via email to the secretariat at [sarawakenglishliteracyconf@gmail.com](mailto:sarawakenglishliteracyconf@gmail.com).

## 3. Programme

3.1 We reserve the right to amend or cancel events in the published programme at any time.

3.2 We will consider proposals from those wishing to organise Conference Activities. The final decision about whether or not to accept such proposals will be made by the Organisers. We do not undertake to explain the decision or discuss it or its reasons. Proposers of Conference Activities agree to accept the Organisers' decision without question.

## 4. Data Privacy

4.1 Personal information provided during conference registration will be utilised for its intended purpose by the Sarawak English Literacy Conference 2025 (SELC 2025). This data may be retained electronically or physically, and will not be disclosed to external parties. SELC 2025 may use this information to communicate with delegates regarding future conferences and related activities, to which you hereby provide your consent.

4.2 You understand and agree that your registration information will be provided to Karuna (Sarawak) Enterprise Sdn Bhd, our third-party registration system provider, for the administration of this event, including

registration and check-in. Karuna (Sarawak) Enterprise Sdn Bhd is committed to compliance with the Personal Data Protection Act (PDPA). We may update this list of third-party vendors as needed, and any changes will be reflected in an updated version of these Terms and Conditions.

## 5. Cancellation of The Conference

- 5.1 We undertake to do our best to deliver a first-class conference to the satisfaction of delegates, as we have successfully achieved. However, in these uncertain times, events beyond our control may make cancellation or changes to the conference unavoidable. In the unlikely event of cancellation of the Conference or changes to the features and services provided, the maximum liability of the organisers shall be limited to a refund of the Conference registration fee paid by you at the time of booking, subject to an administrative fee with no additional liability to us for travel costs, hotel costs, or any other costs or expenses whatsoever.
- 5.2 The Organisers shall not be liable for cancellation of the Conference, or changes to it, due to circumstances beyond their reasonable control, including but not limited to any act of natural disaster, fire, flood, storm or tempest, disease, war, an act of terrorism, riot, civil commotion, malicious damage, crime, theft, or fraud perpetrated on us, insolvency or failure of parties with whom we contract, or industrial action. In case of cancellation for such a reason, you may not receive a full refund of the registration fee you have paid.
- 5.3 Delegates are responsible for taking out appropriate insurance cover concerning their attendance at the Conference and cancellation. We recommend that delegates take out such insurance.

## 6. Conference Proceedings

- 6.1 We will make all reasonable efforts to provide proceedings from delegates who register and pay the fees for the SELC 2025 conference. However, we cannot be responsible for the actions of publishers and other third parties. If it is not possible to use the publisher advertised on the conference website, you accept that we may need to use another publisher.
- 6.2 We do not guarantee to provide proceedings to any attendee in breach of any of the conference Terms and Conditions.

## 7. Special Requirements

- 7.1 Delegates with special dietary or access requirements must state these on the Registration Form, and we will try to make provisions for them. It is your responsibility to inform the conference venue, caterers, and anyone else necessary, of any food allergies and intolerances you may have, and we take no responsibility for this.

## 8. Liability

- 8.1 You attend the conference at your own risk.
- 8.2 You agree not to hold the Organisers liable for any losses, damages, expenses, costs, claims, or liabilities suffered or incurred by you, including consequential or indirect losses or loss of profit, through registering for the

Conference, attending the Conference, cancellation of the Conference, failure of the Conference to achieve your expectations or any error or omission on the part of the organisers.

8.3 You agree not to hold the Organisers liable or responsible for any personal harm or injury you suffer while attending the Conference or while travelling to or from it.

8.4 The Organisers shall not be liable for any loss or damage to your personal property.

9. General Conditions

9.1 The Organisers reserve the right to change the Terms and Conditions at any time without prior notice.

9.2 Any variation to these terms and conditions shall only be valid if agreed by the SELC 2025 Organising Committee

9.3 Nothing in this document shall be construed as an attempt to exclude your rights under the law.

9.4 The organisation retains the right of selected admission.

For additional questions, please contact [sarawakenglishliteracyconf@gmail.com](mailto:sarawakenglishliteracyconf@gmail.com)