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Registration fees and categories

The registration fees do not include VAT. In case the Government of Korea charges VAT on the registration fees, this will be added to the final amount. This is also valid for cancellation fees, name changes/lost badge fees and bank transfer fees. Voluntary contribution to Carbon Offsets is not subject to VAT.

From 15 August, 23:59 (GMT+1), only credit card payment will be accepted. It will no longer be possible to choose bank transfer as a payment method. If you have registered before 15 August and chose to pay by bank transfer, please take the necessary steps to ensure the payment reaches the IUCN bank account by 31 August. In case of doubt, you will be asked to show evidence of the successful transfer on site at the registration desk.

In case you are unable to access the online registration page, the IUCN help desk will be happy to assist you at helpdesk@iucn.org. You can also visit our frequently asked questions.

Event registration categories	Standard (CHF) (as of 06.07.2012 onwards)	Equivalent in KRW for on-site cash payments
1) Participant from IUCN Member Organization. If you are attending the Members' Assembly, you will need to be accredited as an official member of your IUCN Member delegation.		
Members' Assembly and The Forum	600	720,000
The Members' Assembly only	200	240,000
The Forum only	400	480,000
2) IUCN Commission Member or member of an IUCN National or Regional Committee. Any expert belonging to one or more of the 6 IUCN Commissions or working for one of the IUCN National or Regional Committees.		
Members' Assembly** and The Forum	600	720,000
The Members' Assembly** only	200	240,000
The Forum only	400	480,000
3) Other Participants. Any individual who does not belong to categories 1) or 2).		
Members' Assembly** and The Forum	1,000	1,200,000
Members' Assembly** only	330	396,000
The Forum only	670	804,000
4) Youth (born after 15 September 1987)***		
The Forum Only	200	240,000
5) Daily Pass for Forum Only (only for a max of 2 days)		
Speakers (Price per day)	167	200,000
Local**** Participant for 1 Day at the Forum	50	60,000
Local**** Youth for 1 Day at the Forum	30	36,000

* Non-Members attending the Members' Assembly will be recognized as an observer. Observers do not have voting rights and will not be allowed to attend meetings of the contact groups with the exception of National and Regional Committee chairs and Commission members who will be confirmed the right to participate and speak at contact group meetings. Only Council members, Commission Deputy Chairs and organizations with which IUCN has formal working relationships established by 31 July 2012 will be granted speaking rights and shall be issued with a recognition card for the right to speak provided they submit a written statement of credentials as per Rule 12 of the Rules of Procedure.

** Participants registering as youth will not be recognized as part of a Members' delegation or Commission and will be required to produce an ID onsite to prove their age.

***Categories listed as "Local" are for Korean nationals and residents only

Registration fees do not include:

- Korean VAT (Value Added Tax). In case the Government of Korea decides to charge VAT on the registration fees, this will be added to the final amount charged to Congress participants. This is also valid for cancellation fees, and name changes/lost badge fees.
- Food and beverages
- Hotel accommodation, flight and travel insurance
- Pre-and post-Congress tours

Registration fees include the following:

- Access to the Forum and/or Members' Assembly. If you register to the Forum only, you will be able to access [the Forum sessions only](#), from 7 to 11 September.
If you register to the Members' Assembly only, you will be able to access the [Members' Assembly sessions only](#), from 8 to 15 September (8-11 Sept. (2 hours morning sessions) and 12-15 Sept. (fully day).
- Access to the Exhibition and [Pavilions](#) space
- Access to the Opening Ceremony (except for daily fees) if you register before 31 August and provide all mandatory information as per the privacy policy
- Access to the Closing Ceremonies

- Access to our Networking Tool (gives the possibility to contact and network with other Congress participants)
- Access the Congress documentation (through our website)
- Transportation (as long as the participants book their hotel through the official Housing Agency). Transportation will be arranged for Congress participants between airport and hotels and between hotels and the venue only. Any other transportation is not included).

*Minors up till the age of 12 may access the Venue without having to register or carry a badge from 7 September onwards.

*Please view below the Opening Hours of the registration desks:

Date	Registration Opening Hours
Tuesday 4 September	12:00 - 20:00
Wednesday 5 September	8:00 - 20:00
Thursday 6 September	8:00 - 19:00
Friday 7 September	7:00 - 19:00
Saturday 8 September	7:00 - 19:00
Sunday 9 September	7:30 - 19:00
Monday 10 September	7:30 - 19:00
Tuesday 11 September	7:30 - 19:00
Wednesday 12 September	7:30 - 17:00
Thursday 13 September	Closed
Friday 14 September	7:30 - 15:00
Saturday 15 September	7:30 - 15:00

Under which category shall I register?

You need to decide under which category you would like to register for the Congress. This will be the main category shown on your badge. If you want to attend the Members' Assembly as an official member of your IUCN Member delegation you will have to register under the Member category. All non-Members attending the Members' Assembly will be recognized as Observers.

If you belong to one or more categories, you will have to select the one that would like to assign as your primary category during Congress. The section below will determine your badge category and access rights at Congress. You will not be able to change your category once you have submitted your registration form.

- **Member:** Any staff of an IUCN Member organization/institution. If you are attending the Members' Assembly, you will be accredited as an official member of your IUCN Member delegation and allowed to attend contact groups.
- **Commission member:** If you are a member of one of the six IUCN Commissions but this option does not appear below, please contact your Commission Focal Point.
- **Member of IUCN National or Regional Committee:** Any staff of an IUCN National or Regional Committee. If you attend the Members' Assembly you will be recognized as an observer with the right to speak as long as your Committee has submitted a written statement of credentials.
- **General:** Any individual who does not belong to any of the other categories.
- **Youth:** Any individual born after 15 September 1987 who would like to register for the Forum only. Participants registering as youth will not be recognized as part of a Members' delegation or Commission and will be required to present an ID onsite to prove their age. If you want to register for the Members' Assembly, you will need to select one of the other applicable categories.
- **Speaker:** Any individual who is a speaker at a Forum event who only wants to attend for one or two days. If you are a speaker who would like to attend the entire Forum or Congress please select one of the other applicable categories. You will still be able to indicate that you are a speaker.

Confirmation of Registration

Upon completing the online registration, each participant will receive by email an automatically generated confirmation of registration. The registration becomes active only when full payment has reached the IUCN Congress bank account (whether by credit card or by bank transfer). The Registration Status including payment status can be found by accessing your registration account by using the URL sent in the email confirmation, and by entering your login details.

Participants must print and bring this confirmation to the on-site pre-registration desks of the Congress as proof of their registration.

Cancellation of Registration

Cancellation of Congress registration can be made up until 20 July 2012. Notification of cancellation must be made in writing, preferably by email to the attention of the IUCN World Conservation Congress Registration Office (c/o Ezpmp) at the contact details listed below.

Reimbursements of registration fee paid, less an administrative fee of CHF 100, will be made after the close of the World Conservation Congress. There will be no refund of registration fee for cancellations received after 20 July 2012.

IUCN World Conservation Congress Registration Office (c/o Ezpmp)

Email: register@2012wcc.or.kr

Phone: +82-2-3475-2668; Fax: +82-2-3475-2635

Address: KOIMA Bldg 2nd Floor 874-1 Bangbae 4-dong, Seocho gu, Seoul, Korea, 137-060

Opening hours: 09:00 - 18:00 (GTM +9)

Substitution of Registration (Replacements)

Individuals may in exceptional cases substitute their registration by another colleague of their organization at a cost of CHF 50.00. Written permission from the original participant will be required, along with full contact details (Gender, Full Name, Organization, Job Title, Address, City, Country, Passport #, Nationality, Email, Emergency Contact Name/Phone/Language). After 31 August 2012 substitution of registration will have to be made on-site.

Photo

Every participant will need to upload a passport-size photo for badge printing purposes. Please make sure that the photo complies with the example shown. Image file format: The image must be in the Joint Photographic Expert Group (JPEG) format with .jpg file extension

Image size: The maximum image size will be 500kb



A web camera will be available on site for on-site registration.

Badge

Every participant is kindly requested to wear his/her badge during all Congress activities and social/cultural events. Entry to the Congress Centre, including official sessions and events of the World Conservation Congress, will not be permitted without a badge.

Replacement of lost badges incurs a KRW 60'000 (CHF 50.00) administrative charge. Badge and Congress documents can be collected from the Registration Area (location and timing to be advised in August 2012).

Languages

Simultaneous interpretation into IUCN's official languages (English, French and Spanish) will be provided throughout some selected formal sessions of the World Conservation Congress Forum and during the entire formal Members' Assembly. A few sessions will also be interpreted from/to Korean from/to IUCN official languages.

Visas and Letter for Visa Formalities

The Government of Korea kindly facilitates visa for all duly registered participants of the 2012 World Conservation Congress. Please consult the official website of the Ministry of Foreign Affairs and Trade of the Republic of Korea for detailed Visa applications:

http://www.mofat.go.kr/ENG/visa/application/index.jsp?menu=m_40_10.

In order to apply for a visa, you need to

- Be registered to the Congress and have fully paid for your registration fee,
- Request an official invitation letter from the Korean government by sending an email to the IUCN World Conservation Congress Registration Office at EZpmp at visa@2012wcc.or.kr quoting your Congress registration number,
- If your country of nationality is not in the list of countries on the Ministry website, we kindly ask you to contact the Korean embassy or consulate in your country to confirm the conditions of your visa application.
- If there is no Korean Embassy or consulate in your country, please contact visa@2012wcc.or.kr to obtain more information.

If you have any questions or require any assistance regarding your visa registration, please contact the IUCN World Conservation Congress Registration Office at EZpmp by phone +82-2-3475-2668 or email visa@2012wcc.or.kr. (Opening hours: 09:00 - 18:00 Korean Time - GTM +9).

Certificates of Attendance

Certificates of attendance will only be delivered on-site to participants. They will not be sent after the Congress.

Congress Registration Office

IUCN World Conservation Congress Registration Office
c/o KOIMA Bldg 2nd Floor 874-1 Bangbae 4-dong, Seocho gu, Seoul, Korea, 137-060
Opening Hours / Heures d'ouverture/ Horario de trabajo:
Monday to Friday / Lundi au vendredi / Lunes a viernes : 09:00 – 18:00 KST (GMT +9)
Email: register@2012wcc.or.kr Website: www.iucn.org/congress/
Phone: +82-2-3475-2668; Fax: +82-2-3475-2635

Media Centre, Press Accreditation and Registration

The IUCN World Conservation Congress Media Centre will offer the following services:

- Telecommunication facilities
- Computers with printers and high speed internet access
- Extensive press documentation
- Light refreshments

Location within the Congress venue (ICCJ) and its opening hours will be indicated at a later stage. Entrance to the Media Centre is restricted to working journalists holding a press badge. In order to be granted a complimentary press badge, journalists must register on-line as early as possible once the media registration opens (scheduled for April 2012).

Information requests should be addressed to the IUCN Media Office at: congressmedia@iucn.org