

WUWM Congress/Conference Member Registration and Visa Services *General Conditions*

- Any fees related to sending visa letters (couriers, etc) must be met by the delegate(s) concerned directly. These costs will not be paid by the host or by WUWM.
- Visa letters take time. Members are requested to ensure they apply for any visa invitation letter at minimum ONE MONTH prior to a WUWM event. Name changes to visa invitation letters will be limited to this timeframe also.
- All visa letter requests must be made in writing to the WUWM Secretariat who will then coordinate with the event host directly.
- The event host will charge one registration fee for 'WUWM members' and another (more expensive) registration fee for 'non members'. 'Non member' includes any persons/markets that may be affiliated through a member market/association of WUWM but are not themselves direct WUWM members.
- Visa invitation letters may only be issued to persons who have **already registered and paid** to attend the event. Any subsequent cancellation of delegates due to visa denial will be fully reimbursed, provided this visa denial is confirmed in writing to the WUWM at least 2 weeks prior to the event.
- Any visa invitations issued to persons that inform of cancelled participation will be formally revoked. This will be done in writing by either the host market and/or WUWM to the embassy in question directly.
- Delegates may not request anything more than one specified 'letter of invitation' from the host market. The letter will only specify the actual dates of the event. Letters requesting extended stays, or including visits to other countries, etc may not be permissible.
- No forms or official declarations of support will be signed by the host market or WUWM – especially not forms that state that the host market will be financially liable, or in any other way responsible, for attending persons.
- It is the responsibility of the delegate (or member) to ensure that the visa letter sent to the embassy includes all the necessary visa details/information. It is not the responsibility of the host market or of WUWM to research delegate visa letter needs.
- Early-bird registrations are valid only with the early-bird receipt of payment. In other words, persons registering as early-birds may only pay the early-bird fee if paying before the early-bird deadline. Late payments will always be charged at the late rate.
- Any persons working in an official market capacity and applying for a delegate visa to attend a WUWM event must register and pay as delegates, not as partners.
- One-day registration fee requests will not be accepted unless this option is explicitly specified in official WUWM communication about the event.