FAQ's on Seminar Registration Procedure

- Website best viewed in IE8, Opera, Chrome, Firefox & Safari with the resolution of 1024 x 768 & above for logging into IAI Website.

Procedure for Registration

- Visit the website www.actuariesindia.org under Seminars Tab - Upcoming Seminars or click on http://www.actuariesindia.org/seminar.aspx?val=pocmember.
- If you are a member, add your member Id and click on fill details, the data will automatically captured. If you are a non member, you need to fill in the details.
- If you want to register more than one participant, fill details and click on **add List**.
- Click on Diet to choose your Food Preference.
- After adding participant to list, select the seminar.
- Select the mode of payment. The invoice automatically gets generated and emailed.
- Offline payments (Cheque / DD / NEFT) should be made within 7 days of generating the invoice. After payment send the transaction details to Quintus@actuariesindia.org .

1. **Receipt** – After successful Payment, a Computer Generated Receipt is automatically emailed.

2. **Attendance** – Two days prior to the seminar all the registered delegates will receive email from IAI, containing details of the event. On the day of the seminar the delegates need to sign at the registration counter and collect their badge to record their presence.

3. **Speakers Profile** - Its uploaded on IAI website under the Seminars tab – Upcoming Seminar in India

4. **Presentation/ Photos** – After the seminar all the presentations/ photos pertaining to the seminar will be available on IAI website under the Seminars tab – Past seminars within India.

5. **CPD & Attendance Letter**- CPD Letters will be emailed only to IAI members and Attendance letters are mailed to all the delegates after the seminar from noreply@actuariesindia.org.

6. **Suggestions -** If any should be dropped to Binita Rautela at Binita@actuariesindia.org

Frequently Asked Questions

Q 1. I clicked the registration button, nothing happened the page expired. Am I registered?

- Registration is confirmed after you receive receipt in your email id entered during the time of registration from Noreply@actuariesindia.org.

Q 2. How do I know how much CPD I can claim for a seminar?

- The amount of verifiable CPD hours is listed in Announcement of the each event uploaded on website under seminars tab

Q 3. Where can I find the Registration form?

- There is online registration for all the seminars on our website. There is no offline registration though you can pay through NEFT/ Cheque/ DD after generating invoice online.

Q 4. If I am not able to attend the seminar; can somebody else attend in my place or can I get refund?

- If a delegate is unable to attend the event for which he/she has registered, then they can substitute another person. However, request for substitution or transfer must be made in writing by original registrant and include the original registrant's name, membership level, and amount paid, plus the replacement attendee's email, full name, and affiliation. Only one transfer is permitted.

Q 5. I am a non-member, can I attend the seminar?

The details of the seminar are mentioned in the announcement uploaded on website under upcoming seminars tab. It varies on the type of seminar. For Capacity Building seminars, a Non Member may be allowed with increase of 20% in the Registration fees.

Q 6. I click on the payment gateway it seems as the page cannot be displayed, am I registered?
- You need to register again. In case amount got debited from your account it would be refunded back to you in 8-10 working days.

Q 7. Amount got debited from my account however receipt not received?

- Registration is only confirmed if you receive a computer generated confirmation receipt from IAI. In case amount got debited from your account it would be refunded back to you in 8-10 working days.

Q 8. I have registered for the seminar but by mistake I made the payment twice. How should I apply for refund?

- Drop a mail to Quintus@actuariesindia.org with both the receipt copies.

Q 9. I have an online generated invoice but require the same with authorized signature and Company stamp. Is this possible?

- It is a computer generated invoice. Hence, signature and Stamp is not required.

Q.10 I have received an online receipt but there is no signature and company stamp. Can I get hard copy of the same as I have to get the reimbursement from my company?

- It is a computer generated receipt. Hence, signature and Stamp is not required.

Q.11 Due to some emergency, I cannot attend the Seminar hence I want to cancel my registration?

- For registrations cancelled 15 days or more prior to the program date, full paid program fee (less Rs 1000 admin charge), will be refunded.
- For registrations cancelled 10 days or less prior to the program date, the full program fee will be assessed and no refund will be made.
- If a registrant doesn't show for the seminar, they forfeit their seminar fees and no refunds will be made.
- 50 % Refunds of registration fees may be granted if an attendee is unable to attend the event due to a family death, illness, or other extraordinary circumstance.

  In such an incident, the Marketing Manager must be contacted by e-mail at Binita@actuariesindia.org along with suitable proof to the satisfaction of the President/CEO (example non-availability of VISA). As well along with this we will need disclaimer from the delegate stating "

- If there are two simultaneous events and the delegate needs to shuffle from one event to other, the same will be permissible with a processing fees of Rs. 500. The delegate need to re-register for the event and registration fees for the earlier event is to be refunded.