

INSPIRE 2026 – Registration Policy and Guidelines

1. Registration Categories

- ✓ Participants may register under one of the following categories:
 - Presenting Author – Sri Lankan Participant
 - Presenting Author – International Participant
 - Non-Presenting Co-Author (Onsite/Online)- Sri Lankan Participant
 - Non-Presenting Co-Author (Onsite/Online)- International Participant
 - Visiting Lecturers – RIC Faculty
 - Permanent staff of RIC/RI/RI Schools
- ✓ Each author must register individually through the online registration form under the appropriate category.

Author Category	Early Bird Fee	Regular Fee
RIC/RI/RI Schools – Full-time staff members	Free	Free
Visiting Lecturers – RIC Faculty	LKR 3500	LKR 5000
Sri Lankan Participants	LKR 4500	LKR 6000
International Participants	USD 100	USD 150

2. Registration Fees

- ✓ Registration fees will be announced by the Conference Committee in accordance with the 2026 rate structure.
- ✓ A 50% discount applies to each additional paper submitted by the same presenting author(s).

3. Payment Guidelines

- ✓ Accepted payment methods include:
 - Bank transfer/RIC online payment portal/Pay through the Cashier/Credit and debit card/In-person cash payment at RIC
- ✓ Proof of payment must be emailed to the Conference Secretariat (inspire@ric.lk)
- ✓ All payments are non-refundable.

4. Participation and Entitlements

- ✓ All registered participants are entitled to:
 - Admission to plenary and technical sessions
 - Access to conference materials and proceedings
 - A Certificate of Oral Presentation or Participation (as applicable)
 - Lunch and refreshments (for onsite participants)

5. Co-Author and Multiple Submissions Policy

- ✓ Each registration covers one abstract/extended abstract only
- ✓ At least one author must be registered to present the abstract (onsite/online).
- ✓ Co-authors who wish to participate must register individually.
- ✓ Each submission must list all co-authors accurately.
- ✓ If a presenting author/s submits multiple abstracts/extended abstracts:
 - The first abstract/extended abstract requires full payment.
 - A 50% discount applies for each additional paper by the same presenting author (s).

6. Oral Presentations and Certificates

- ✓ A paper may have more than one oral presenter. However, each presenting author must be fully registered at the standard registration fee to be eligible to present and to receive a '**Certificate of Oral Presentation**'.
- ✓ Co-authors who are not presenting may still register at the standard fee to attend the conference. They will receive a '**Certificate of Participation**', and their names will be acknowledged on the certificates as coauthor/s of the presented abstract.
- ✓ Only registered authors (whether presenting or not) will receive certificates and access to conference materials.
- ✓ Co-authors who do not register under the standard registration will not receive certificates or conference materials.
- ✓ Certificates will not be issued to unregistered co-authors or for late submissions.

7. Data Privacy and Ethics

- ✓ All personal information collected during registration will be used solely for conference-related communication and will remain confidential in accordance with data protection policies.

8. Contact Information

- ✓ For any queries related to registration, payment, or participation, please contact:
 - Conference Secretariat – INSPIRE 2026 (+94 777813636)
 - Email: inspire@ric.lk
 - Tel: +94 112832900
 - Working hours: Monday – Friday, 8:00 a.m. to 5.00 p.m.