# INSPIRE 2027 – Registration Policy and Guidelines

## Registration Fees and Categories

- Authors must review the registration categories, applicable fees, and registration deadlines outlined below before completing the online registration form. Each presenting author must register individually under the appropriate category.

| Author Category | Early Bird Fee | Regular Fee |
|---|---|---|
| RIC/RI/RI Schools – Full-time staff members | Free | Free |
| RIC Visiting Lecturers | LKR 4500 | LKR 6000 |
| RIC Alumni | LKR 5000 | LKR 6500 |
| Sri Lankan Participants | LKR 5500 | LKR 7000 |
| International Participants | USD 100 | USD 150 |
| RIC Undergraduate Students | LKR 3500 | LKR 5000 |

## Registration Deadlines

- Early Bird Registration Deadline: 31 May 2027
- Regular Registration Deadline: 30 June 2027

### Additional Paper Registration

- A 50% discount on the applicable registration fee will be offered for each additional accepted paper presented by the same author.

## Payment Guidelines

- **Accepted Payment Methods:** Bank transfer, RIC online payment portal, Credit/Debit card, or cash payment at the RIC Cashier.
- **Proof of Payment:** Proof of payment must be emailed to the Conference Secretariat at inspire@ric.lk.
- **Refund Policy:** All registration fees paid are non-refundable.

## Participation and Entitlements

- All registered participants are entitled to the following:
  - Access 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 only.


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## Co-Author and Multiple Submissions Policy

- Each registration covers one accepted abstract.
- At least one author of each accepted submission must register and present the work, either onsite or online.
- Co-authors who wish to attend the conference must register individually under the appropriate registration category**.**
- All co-authors must be accurately identified in each submission.
- Where the same presenting author submits multiple abstracts:
    - The full applicable registration fee must be paid for the first accepted submission.
    - A 50% discount on the applicable registration fee will be offered for each additional accepted submission presented by the same author.

## Oral Presentations and Certificates

- A paper may have more than one oral presenter. However, each presenting author must register individually under the appropriate registration category to be eligible to present and receive a Certificate of Oral Presentation.
- Registered co-authors who attend the conference without presenting will be eligible to receive a Certificate of Participation.
- Only registered participants will be entitled to receive certificates and access to conference materials.
- Certificates will not be issued to unregistered co-authors or for submissions received after the specified deadline.

## 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.

## Contact Information

- For any inquiries related to registration, payment, or participation, please contact the INSPIRE 2027 Conference Secretariat.
    - Conference Secretariat – INSPIRE 2027 (+94 777813636)
    - Email: inspire@ric.lk
    - Tel: +94 112832900
    - Working hours: Monday to Friday, 8:00 a.m. to 5.00 p.m.


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