Frequently Asked Questions about the Conference

For your convenience, below are some of the most frequently asked questions.
Click on them for the answers.

1. What is included in the conference registration fee?
2. What is not included in the registration fees?
3. Will I receive a payment receipt and conference registration confirmation?
4. How can I book accommodation in the conference hotel?
5. Can I receive an invitation letter for visa application?
6. I can no longer attend the conference. Can I register a colleague in my place?
7. I can no longer attend the conference. Can I get a refund?
8. My details as shown on the delegate list are not correct. Whom should I contact?
9. How can I sponsor an event?
10. How can I rent an exhibition stand?
11. How can I access the delegate list?
12. Where can I find the conference presentations?
13. What is the IMnI App?
14. What is included in the accompanying person's registration fee?
15. Can an accompanying person participate to a Technical Tour?

What is included in the conference registration fee?

Conference Registration gives full access to conference program including Welcome Cocktail, Lunches, Banquet Dinner & Group Outing.

What is not included in the registration fees?

Accommodation and transportation are not included. Information about accommodation booking will be sent out once registration is completed.

Optional technical visits are not included in the price of the conference. You will be required to fill out a separate registration form for the technical tour(s) and you will receive a separate invoice to cover your participation costs.

56 rue de Londres - 75008 Paris - France
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E-mail : imni@manganese.org - Web site : www.manganese.org

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Will I receive a payment receipt and registration confirmation ?

A payment receipt and registration confirmation will be available once payment has gone through.

How can I book accommodation in the conference hotel?

IMnI will secure a room block at the conference hotel and negotiate special rates for its conference delegates.

Once registration is completed, IMnI will send a link to the dedicated conference hotel reservation page. Accommodation to be paid for by each delegate who will abide with the hotel cancellation policy.

Can I receive an invitation letter for visa application?

While visas are the responsibility of delegates, IMnI can provide delegates with a visa support letter. Please send your passport details and dates of stay to events@manganese.org

I can no longer attend the conference. Can I register a colleague in my place?

You may indeed substitute a colleague to attend in your place at no extra cost. If you wish to do so, please email your colleague's details to events@manganese.org

I can no longer attend the conference. Can I get a refund?

Cancellations received in writing 45 days prior to the event will qualify for a full refund of the registration fee less the administration fee of 10%.
No refund will be given on cancellations received within 45 days of the event.
Delegate substitutions will be accepted.
Please email events@manganese.org should you need to cancel your participation.

My details in the delegate list are not correct. Whom should I contact?

For any amendment to your details, please contact events@manganese.org

How can I sponsor an event?

If you are interested in sponsoring an event please contact us at events@manganese.org

International Manganese Institute

How can I rent an exhibition space?

If you are interested in exhibiting, please contact us at events@manganese.org

How can I access the delegate list?

No hard copies will be distributed. The delegate list will be posted on IMnI website (www.manganese.org) on a daily basis. It will also be accessible on the conference App.

Where can I find the conference presentations?

No hard copies will be distributed. The conference presentations will be posted on the event page of IMnI website (www.manganese.org) as soon as the presentation has been given. It will also be accessible on the conference App.

Speakers have the right to withhold any information previously presented at the event; any papers not currently on the website or the App may not be available for download at a later date, if requested by the speaker.

What is IMnI App?

IMnI App helps the delegate perform many time-saving tasks quickly and easily, such as:

- Accessing the event schedule anytime and customizing your agenda,
- Learning about the speakers by reading their bios, and viewing their presentations minutes after they have been given live
- Finding out who is present and sharing contact information.

Several options to download the App are offered. An access code is given to each delegate once the App is live along with downloading instructions.

What is included in the accompanying person's registration fee?

The fee includes access to Welcome Cocktail, Lunches, Banquet Dinner & Group Outing, <u>but not to the conference proceedings nor the Technical Visits</u>. A separate invoice will be issued for the Accompanying Person(s).

Can an accompanying person participate to a Technical Tour?

Only business partners will be accepted and priority will be given to fully paying delegates.

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