

Organizational instructions for the Satellite events organizer for co-registration

The registration fee for a satellite event should be strictly considered as an "item" in the Interspeech 2021 registration, it will be collected by Guarant, as a financial deposit, transferred to the satellite event organizer based on a contract. The satellite event organizer is obligated to issue a proper tax invoice to participants of the satellite event.

Registration procedure of using co-registration:

1. **Personal data** form - a participant will fill out the personal data form
2. **User Page** - participant can choose in-person or remote registration fee for Interspeech 2021 and other offered items (tutorials)
3. Next they can choose their accommodation (if in-person participation was chosen)
4. In the next step they might be offered the option to choose a satellite event (in case that your satellite event has variable registration fees (Students - verifying student status, Members - verifying membership status, etc.) it is necessary to discuss it with the Conference Organizer as additional charges might be applied.*

* After each step, a separate on-line payment will be required (as independent orders). After completing the on-line payments, a participant will receive an automatic payment confirmation by email. This payment confirmation **IS NOT A TAX INVOICE** and cannot be re-designed or modified by the satellite event organizers.

Tax invoices for registration of Interspeech 2021 and accommodation will be issued by GUARANT International. However, tax invoices for the satellite symposium will be issued by the satellite organizers. GUARANT International will regularly provide a list of satellite symposium participants to the satellite organizers.

All administrative work referred to in the satellite registration is handled by GUARANT International, will be charged based on a contract between GUARANT International and the satellite organizers (a handling fee per registration).

Conditions we prefer:

- The **same timing and deadlines** (Opening of on-line registration of Interspeech 2021 is scheduled for April 1. We prefer to open this portal for all events. If you are not ready till April 1, an administrative fee for additional programming will be applied at 200 EUR.
- **Cancellation & Exchange format conditions**
Interspeech 2021 has established its own cancellation conditions for registration and exchanging policy due to the hybrid format. The event might be switched into full virtual mode, the decision date is June 25 (depends on the pandemic situation and government restrictions). There **cannot be a separate refund or format-change policy**, both registrations must follow the one established by Interspeech 2021 - we have a draft of those conditions and dates that is now discussed in the organizing committee and with ISCA, we will send it to you once it is finalized.
- The format of the satellite symposium must be established at the beginning and this format cannot be changed after the registration to the satellite symposium is established (exchanging from in-person participation to remote and vice versa).

In case your satellite event is able to cope with these rules, we will be happy to do a joint registration. Should you request the registrations to be more independent, we would recommend that you handle the registration through your University or a local company.

In such a case, Guarant International will be happy to help with interlinking the registration systems, for example adding a button "Continue with satellite event AAA registration" to the main Interspeech 2021 registration page.

We are sorry for such strict conditions, but even in normal years, co-registration is a tricky process, and this year we are adding so many open questions, issues and extras on both the organizing committee and PCO that we need to stay very conservative with what we are offering to satellite events.

With best regards and wishing you successful satellite event organization!

In case of any further question, feel free to contact directly Project Manager, Romana Kluková on klukova@guarant.cz