I.   **AUTHORS**

1. Author registrations must be paid ***in full*** prior to the deadline (the *Early Bird Registration* date) and covers the presentation of up to two (2) paper registrations.
2. A third paper may be submitted/presented, and if accepted, will require an additional fee of 25% of the regular author registration fee. One author may submit/present up to three (3) papers only.
3. Author registration fees are refundable, less $50 in processing fees, ONLY if the travel visa is rejected although applied for in a timely manner or because of other challenges beyond their control which prohibit the registrant from attending the conference, AND as long as the request is made not later than one week prior to the conference.
4. Should an author not present his or her paper at the conference, their paper will not be submitted for publication in the IEEE Xplore database, nor will their registration fee be refunded. Should an author have travel visa or other challenges beyond their control, their paper may be submitted for publishing based on the decision of the TPC Chair(s) without fee refund.

II.   **ATTENDEES**

1. Attendee registration fees are refundable, less $50 in processing fees, ONLY if they have a rejected travel visa or other challenges beyond their control which prohibit the registrant from attending the conference, AND, as long as the request is made not less than one week prior to the conference.
2. Conference registrations of non-attendees may be passed on to other members of their company, etc., without penalty, if the Conference is notified in advance.

III.   **KEYNOTES/PLENARY SPEAKERS**

1. Keynote/Plenary Speakers will be covered for approved travel expenses (e.g., airfare and hotel) up to a maximum of US$500 (inclusive of hotel) OR be provided with an honorarium of US$500.
2. All honorariums will require a IRS Federal W-8 or W-9 Tax ID form to be filed and emailed to the Conference Treasurer not later than one week prior to the conference and be paid via Zelle or wire transfer after the conference.
3. Should a keynoter DECLINE their honoraria or travel reimbursement the US$500 will be applied towards the IEEE Student Workshop Fee grant.
4. Spouses, or Significant Others, of Keynote/Plenary Speakers shall be offered complimentary registration and an invitation to conference meals.

NOTEs:
Deviations from any of the above policies shall be addressed on a case-by-case basis by the Steering Committee (*).

((*) Steering Committee Members: ST Vuong, C Rubenstein, P Radford, R Paul, S Chakrabarti)