




SOUNDINGS

Music of Our Lands and Our Lives

17TH INTERNATIONAL
HANDBELL SYMPOSIUM
 JULY 26–30, 2016
VANCOUVER, CANADA

Haven't you just been waiting for an invitation to come here?

Registration opens in May 2015!

SOUNDINGS: Music of Our Lands and Our Lives

—the 17th International Handbell Symposium—is almost ready to accept registration from handbell musicians around the world. As mentioned in previous communications, the registration process will be different than it has been in the past. While still allowing national guilds to control and track their delegations, all registrations will be completed online, through the IHS2016 website (www.ihs2016vancouver.ca).

National guilds will no longer be required to coordinate and process all registrations and payments through their offices, reducing the administrative burden substantially. Instead, each delegate will complete and pay for his/her own registration.



REGISTRATION PROCEDURE

1. Each national guild will be given a registration code (sent to you under separate cover, with your allocated national quota). The code will be valid for the number of registrants represented by your quota. You must give this code to each person in your guild who is registering for IHS2016. It is up to each national guild to decide what procedure they will use to distribute this code to their delegation.¹
2. With their registration code in hand, each delegate will visit the website,² complete the registration process and pay either their deposit or the full fee, using a credit card.³
3. Delegates may access their on-line profile any time after registering: they can pay their remaining balance, choose their workshops, order extra banquet tickets, or book their accommodation. Hotel booking will be available at the time registration opens, and is also completed on-line through the website. Group hotel bookings of 10 or more rooms are possible: access the downloadable form from the Hotels page on the website.

REDUCING ADMINISTRATIVE BURDEN

This new online registration procedure will help all national guilds reduce their administrative burden by placing the registration procedure directly into the hands of the delegates themselves. This database system allows us to track your guild's registrations, payment status, your quota, workshop registrations, etc.

Further instructions for delegates completing registration can be found on the website, before accessing the registration screen.⁴

QUESTIONS? Feel free to contact IHS2016 Registrar Annie Hergott (hergott@shaw.ca) for assistance.

¹Some guilds may choose to simply keep track of the delegates with whom they share the code. If national guilds prefer to process all registrations and payments through their own offices, they may do so, but will then be required to enter the registration data on-line for each of their delegates, and using a corporate or other agreed-upon credit card, process payment for each of their delegates. In this case, they would need to collect all the required information for each delegate, and should instruct their delegates to forward payment to their guild (and payable to their guild). If your corporate credit card has a reward program, processing payments for all delegates through it would result in a substantial benefit to your guild.

²If there are delegates within your guild who do not have email or are not comfortable using a computer, please designate someone in your guild to assist them. This may include the designated helper using his/her own credit card for payment, and then being reimbursed personally by the delegate.

³Delegates may send personal cheques, but each cheque will incur an extra \$25 fee and a delay in confirming registration.

⁴Delegates will first be directed, by way of an email link, to contact their national guild to receive guild-specific instructions.



www.ihs2016vancouver.ca
ihs2016vancouver@hotmail.com

Registration Fees and Deposit Schedule

All fees are in Canadian Dollars (CAD)

Symposium Roles	IHS2016 Registration Fees		
All fees are listed and payable in Canadian Dollars (CAD)			
	Early Bird Deposit due by October 31, 2015	Regular November 1, 2015 to February 26, 2016	Late After February 26, 2016
Ringer: Individual	\$1085	\$1150	\$1250
Ringer: Member of an Attending Team	\$1085	\$1150	\$1250
Team Conductor or Team Contact Person	\$1085	\$1150	\$1250
Non-Ringing Delegate, Translator or Chaperone	\$525	\$600	\$700
Massed Ringing Conductor	\$1085	\$1150	\$1250

Please note that all Symposium Registration fees are subject to the Cancellation and Refund Conditions below:

DEPOSITS

- All deposits are 100% Non-Refundable.

EARLY BIRD REGISTRATIONS – Deadline October 31, 2015

- Full Payment or
- \$450 deposit (by October 31, 2015), with final payment of \$635 due by February 26, 2016
- Final payments received after February 26, 2016 will change your fees to the Regular Registration Rates. A final payment of \$700 plus tax will be due.

REGULAR REGISTRATIONS—

November 1, 2015 to February 26, 2016

- Full Payment or
- \$700 deposit with final payment of \$450 due by February 26, 2016
- For payments received after February 26, 2016, there will be a Late Registration Penalty of \$100 CAD. A final payment of \$550 will be due.

NON-RINGING DELEGATE REGISTRATIONS

- Please note that payments must be paid in full by the above deadlines.

LATE REGISTRATIONS— After February 26, 2016

- Late Registrations are only possible if space in the symposium is still available. Participation in the Massed Ringing or your choice of workshops are not guaranteed, nor is participation in the Solo Concerts.
- Full Payment when registering, plus the Late Registration Penalty of \$100 (\$1250 total).

CANCELLATION NOTIFICATION AND REFUNDS

- Please note: All deposits are 100% Non-Refundable.
- Cancellations received up to and including February 26, 2016 will receive a refund of the final payment, minus a cancellation fee of \$100. Cancellations received after February

26, 2016 and no-shows are non-refundable.

- All cancellations must be submitted in writing by February 26, 2016.

Email:

IHSreg@mci-group.com



DELEGATE SUBSTITUTION

- If, after you have registered, you are unable to attend the Symposium, you may substitute another delegate in your place. You can make this change yourself for no charge, as long as you do it on-line using your email confirmation. If you require assistance from MCI Canada (event management company), you will be charged an administrative fee of CAD\$60 plus tax.
- Neither IHS2016 nor MCI Canada will transfer any fee or payment balances. It is up to you and the person taking your place to make arrangements for reimbursement of any fees you have paid, and payment of the final balance.

CHANGES TO REGISTRATION PROFILES

- Any substitutions or changes you make yourself through your online registration profile incur no extra fees. However, there is an administrative fee of CAD \$60 for any changes requiring the assistance of our registration provider (MCI Canada).
- For any questions regarding registration changes, substitutions or fees, please contact our Registrar, Annie Hergott at hergott@shaw.ca.

RE-VERIFICATION OR REPROCESSING OF A CREDIT CARD

- Credit card payments that require reprocessing for any reason will incur a CAD \$75 plus tax administrative fee.

PAYMENT

- All fees are in Canadian dollars (CAD). Our secure server will process MasterCard, Visa, and American Express. Charges on your credit card statement will appear as MCI Canada.