

Terms and Conditions for participation in the  
**XXVII Student Branches Regional Meeting**  
**El Salvador 2024**

For the IEEE, students are an essential part of the organization that is why these training spaces are promoted to support the full professional development of future leading engineers of Latin America and the Caribbean.

These terms and conditions apply to all meeting spaces. Any person who violates these terms may be sanctioned or expelled from the meeting. This policy is a "living" document, may be revised at any time and the terms are non-negotiable. Participation in the meeting is voluntary. Your registration or attendance at the event indicates your agreement to abide by this policy and its terms.

We value the participation of every member of our congress and want all attendees to have a pleasant and satisfying experience. Accordingly, everyone is expected to show respect and courtesy to others.

1. It is the responsibility of the attendees to accurately register their first and last names for the correct generation of identification and certifications during the registration process for the event.
2. Age requirements. No one under 18 years of age will be admitted, in accordance with Salvadoran law.

3. Once you have registered at the meeting site, you will be given an identification badge, which accredits you as a participant and must be worn during all the scheduled activities of the meeting.
4. You will not be allowed to enter the conferences after 15 minutes after the start time established in the program.
5. Out of respect for the speakers and other attendees, the conferences will be held behind closed doors, and once inside, no one will be allowed to leave. We recommend preparing for the conference before entering the room.
6. The certificate of participation will be issued validating an 80% participation in the recommended activities. The validation process will be carried out by the Organizing Committee of the XXVII SBRM 2024 and will be reported to the institution you are representing, if required.
7. The dress code must be casual. No briefs, shorts, shorts, shorts, bathing sandals, etc. will be allowed.
8. We reserve the right to refuse admission to the conferences to persons in a state of inebriation.
9. During their stay, attendees are required to abide by the policies for use of the facilities provided by the hotel to avoid penalties.
10. Room accommodations will be shared and will be arranged according to the organization of the event. No changes or exceeding the capacity of attendees per room will be allowed.
11. It is forbidden for the attendees to lodge people outside the event.

12. The registration and check-in process will begin at 10:00 a.m. GMT-6 on the first day of activities. We recommend that you take this time into account when planning your travel itineraries.
13. Once the day's activities are over, it is recommended not to leave the hotel facilities; the Organizing Committee of the XXVII SBRM 2024 will not be responsible for your safety outside the event facilities.
14. It is the responsibility of the attendees to keep their belongings safe. The hotel and the Organizing Committee of the XXVII SBRM 2024 are not responsible for the loss of personal belongings.
15. The acoustic volume in the corridors and rooms of the hotel should be moderate, promoting respect for all attendees and other guests of the facilities.
16. The moderate use of public services provided in the hotel is emphasized, as well as the proper use of furniture and objects arranged within the hotel facilities.
17. It is forbidden to perform any act that causes damage or harm to the hotel or other guests, or conduct contrary to decorum or social behavior.
18. In case of damaging any property or furniture of the hotel, as well as losing the room keys, the responsible party must pay in cash the value of the same.
19. The consumption of toxic drugs, narcotics or psychotropic substances is not permitted in any area of the hotel. The organizing committee reserves the right to withdraw the attendee from the meeting, without the right to a refund of the registration fee.

20. Smoking is allowed, but only in the areas permitted by the hotel, in accordance with Salvadoran regulations.
21. Alcohol and/or psychotropic substances are not allowed in the hotel. The organizing committee reserves the right to withdraw the attendee from the meeting, without the right to a refund of the registration fee.
22. It is not allowed to disturb the order or cause discomfort to other users within the establishment. As an Institute we expect the good behavior and representation of our members according to the Code of Ethics.

## HEALTH INDICATIONS

1. If you have dietary restrictions, please make the respective notification with the registration form, to be taken into account by the logistics team.
2. If your health condition requires specific medications, it is your responsibility to have them for their respective treatment. The Organizing Committee of the XXVII SBRM 2024 is not responsible for possible events.
3. In case of an accident, first assistance will be provided if necessary. In case of needing hospital care, the assistant would cover all the expenses derived from his actions, either with his student insurance, external insurance or at his own expense.
4. If at the time of the event, you are under psychological or psychiatric treatment that requires specialized care, for your safety and integrity, we recommend that you refrain from registering for the event, as we do not have the technical and medical capacity to care for possible situations

associated with these health conditions. The Organizing Committee of the XXVII SBRM 2024 is not responsible for possible events.

Attendees are reminded that failure to comply with any of the above points will result in not obtaining a certificate of attendance at XXVII SBRM 2024.

### **PAYMENTS AND REIMBURSEMENTS**

1. Payments received are non-refundable. The option of transfers to attendees who have not registered can be evaluated. For these cases, please write the request to the official mail of the event ([sbrm2024@ieee.org](mailto:sbrm2024@ieee.org)), for evaluation of the case.
2. The payment process will be done through the IEEE Region 9 Sections' custodian accounts. Payments will not be accepted through any other means, except for the alternatives listed in the registration form.
3. It is the participant's obligation to pay the extra costs for using the alternative platforms provided. The Organizing Committee of the XXVII SBRM 2024 prefers to receive payments through IEEE custodian accounts.
4. Once you have completed the registration form, you will be pre-registered for the XXVII Student Branches Regional Meeting 2024. You will be officially registered until the payment is processed.
5. After filling out the registration form, you will have five working days to make the payment, either to your section or directly. After this period, the Organizing Committee of the XXVII SBRM 2024 is not responsible for the

reservation of places and your pre-registration will be deleted. You will have to fill out the registration form again.

## MEANS OF COMMUNICATION

If you have any questions or doubts about these terms and conditions, we have the following communication channels available:

**Website:** <https://r9.ieee.org/sbrm/>

**Email:** [sbrm2024@ieee.org](mailto:sbrm2024@ieee.org)

**WhatsApp:** <https://chat.whatsapp.com/Hi3rQlxHOAu2fqh1TNWcTh>