



## Information for Satellite Events Organizers for Co-Registration

The registration fee for a satellite event may be offered as a booking option on the INTERSPEECH 2023 registration form, if the event is taking place in Ireland. The income will be collected by Keynote PCO, our official professional conference organizers, as a financial deposit, transferred to the satellite event organizer based on a contract.

Registration procedure if using co-registration:

A participant will fill out their personal data on the main INTERSPEECH 2023 registration form. As part of the form, delegates can opt to register for a Satellite Event at an agreed extra cost. If your satellite event has variable registration fees e.g. students or members - verifying student & membership status must be completed by the satellite event organizer and it is necessary to discuss with Keynote PCO if additional charges will be applied.

After completing the on-line payment, a participant will receive an automatic payment confirmation by email. This payment confirmation and receipt/invoice cannot be re-designed or modified by the satellite event organizers, it will be based on the INTERSPEECH 2023 template.

Keynote PCO will provide online access to a list of satellite event participants to the satellite organizers.

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

Conditions we prefer:

1. **The same launch dates and deadlines** - opening of the on-line registration of INTERSPEECH 2023 is scheduled for March 1. We would prefer to open the registration portal for all events on the same date so requests for co-registration must be received by February 1st. If you are not ready by February 22nd, an administrative fee for additional programming on the registration will be applied at 200 EUR but can be no later than 30 days later.
2. **Cancellation & Format Conditions**

INTERSPEECH 2023 will establish its own cancellation conditions for registration. There **cannot be a separate refund policy for satellite events**, both registrations must follow the terms established by INTERSPEECH 2023. A draft of those conditions and dates will be sent before registration opens to the satellite event organizer. The format of the satellite event must be established at the beginning and the fee cannot be changed after registration to the satellite event has opened. Exchanging from in-person participation to remote and vice versa cannot incur a change of fee.

In case your satellite event is unable to work with-in these rules, we are happy to do a joint registration process.

Should you require the registrations to your satellite event be independent and the registration terms outside the ones listed above, we would recommend that you process the registrations through your university, or a local organization.

In such cases, Keynote PCO will offer to include a booking link on the INTERSPEECH 2023 website. This link should be provided by the satellite event organizer.

With best regards and wishing you successful satellite event organization!

If you have any further queries, please do not hesitate to contact Keynote PCO Project Manager, Rachel O'Hare at [info@interspeech2023.org](mailto:info@interspeech2023.org).