

2025 PAPUA NEW GUINEA RESOURCES WEEK

CANCONEX | PNG RESOURCES SUMMIT | RESOURCES SUMMIT DINNER

28-31 July 2025 | APEC Haus & Stanley Hotel | Port Moresby, NCD

"50 Years of Resources Building PNG Communities"

DELEGATE REGISTRATION FORM

Delegate Package includes: access to the Day Conference and Exhibition, Morning Tea, Lunch, and Afternoon Tea, Complimentary entry to Networking Functions each day, A Chamber Gift Bag and Conference Proceedings.

DELEGATE REGISTRATION FEES Select from the options below, GST will be applied.

PNG Resources Week (CANCONEX & PNG RESOURCES SUMMIT) – Full 4 Days Rate (Monday 28th – Thursday 31st)

- ☐ **Non-Members of PNGCORE:** PGK 3,500.00 (+gst) / person.
- ☐ **PNGCORE Members & Government:** PGK 2,750.00 (+gst) / person.

CANCONEX – 3 Days Rate (Monday 28th – Wednesday 30th)

- ☐ **Non-Members of PNGCORE:** PGK 2,500.00 (+gst) / person.
- ☐ **PNGCORE Members & Government:** PGK 2,000.00 (+gst) / person.
- ☐ **Landowner companies, Community groups and NGOs:** PGK 1,800.00 (+gst) / person.

Note: Landowner companies must be endorsed by their project operators. Therefore, kindly state the name of your project operator for validation purposes.

Project Operator Name:

PNG RESOURCES SUMMIT – 1 Day Rate (Thursday 31st)

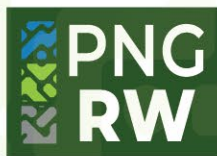
- ☐ **Non-Members of PNGCORE:** PGK 1200.00 (+gst) / person.
- ☐ **PNGCORE Members & Government:** PGK 750.00 (+gst) / person.

Accepting Online Registrations Only.

- Click this link to register online: [DELEGATE REGISTRATION LINK](#)
- For more information, visit our website: pngresourcesweek.com
- If you have difficulties registering online, kindly complete the details below and email to events@pngcore.org
- For group registrations of more than three delegates, please contact the PNGCORE Events Team for assistance.

DELEGATION INFORMATION

Title: (Mr., Mrs., Ms., etc.)			
Full Name:			
Position:		Telephone:	
Email:			
Organisation:			
Postal Address:			
Dietary Requirements:			
Signature:		Date:	



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DELEGATE TERMS & CONDITIONS

1. Delegate Fee & Contact Details

- 1.1. Registration is confirmed only after payment is cleared in the PNG CORE bank account.
- 1.2. Delegates must accurately complete all fields in the registration form.
- 1.3. PNG CORE is not responsible for errors made during the online registration process.
- 1.4. Personal information provided during registration will be treated as confidential and used solely for event-related purposes.
- 1.5. Delegate information (name, organization, title) may be shared with event sponsors or exhibitors unless the delegate opts out.

2. Payment Terms & Cancellation Policy

- 2.1. All registration fees are quoted in PNG Kina (PGK) and are subject to a 10% Goods and Services Tax (GST).
- 2.2. Full payment must be made upon invoice issuance. Partial payments will not be accepted.
- 2.3. Payments must be made via Electronic Funds Transfer (EFT), Bank Transfer, or Credit Card (Online). EFTPOS payments are accepted at the PNG CORE office. Cash and cheques will not be accepted.
- 2.4. Bank charges incurred during payment processing are the responsibility of the payer.
- 2.5. If a delegate fails to settle their invoice after three consecutive reminders, PNG CORE reserves the right to cancel the registration, and the cancellation policy will apply.
- 2.6. Registration cancellations must be requested in writing. Refunds will be processed as follows:
 - Cancellations made on or before June 20, 2025, will be refunded, less a 10% handling fee.
 - Cancellations made after June 20, 2025, are non-refundable.
 - All refunds will be processed after the event.
 - This refund policy also applies to late registrations.

3. Delegate Responsibilities & Regulations

- 3.1. Delegates must comply with all venue regulations, safety protocols, and event schedules.
- 3.2. Delegates are expected to attend all sessions and activities they are registered for, and to be punctual.
- 3.3. Any damage caused to the venue or exhibition infrastructure by the delegate will be their responsibility.

4. Group Registrations

- 4.1. Refers to registrations of more than 3 delegates from one organization. This will be handled separately, contact the Chamber for further instructions.

5. Services & Additional Requirements

- 5.1. Delegates may request additional services such as special seating arrangements, accessibility support, or dietary requirements. All requests must be submitted in advance to ensure availability.
- 5.2. Basic internet access may be provided during the event. Delegates requiring high-speed internet, printing, or other support services must arrange these in advance.

6. Security, Health & Safety

- 6.1. PNG CORE will provide general security throughout the event; however, delegates are responsible for their personal belongings.
- 6.2. Valuable items must not be left unattended. PNG CORE is not responsible for any lost, stolen, or damaged items.
- 6.3. All delegates must comply with all health and safety regulations, including fire safety, electrical compliance, and emergency procedures.

- 6.4. Hazardous materials, open flames, or potentially dangerous equipment are prohibited unless approved in advance.

7. Photography, Media & Event Compliance

- 7.1. PNG CORE reserves the right to take photos and videos during the event for promotional purposes.
- 7.2. Delegates are welcome to take photos but must not obstruct traffic flow or disrupt the event.
- 7.3. Delegates must comply with all event regulations, venue policies, and local laws. Failure to comply may result in removal from the event without a refund.

8. Force Majeure

- 8.1. PNG CORE is not liable for delays, interruptions, or cancellations due to circumstances beyond its control, including natural disasters, government restrictions, pandemics, or unforeseen emergencies. In such cases, PNG CORE will work with delegates to find alternative solutions or reschedule the event.

9. Delegate Registration & Access

- 9.1. Each delegate registration includes access to all plenary sessions, networking events, and refreshments during breaks.
- 9.2. Access to additional events, such as a gala dinner or special meeting rooms, may require separate registration and fees.
- 9.3. Delegates must confirm their registration details by 25th June 2025. If not confirmed, the provided information during registration will be used.
- 9.4. Registration closes on 25th June 2025.
- 9.5. All registration fees must be settled by 27th June 2025.
- 9.6. Registrations after 25th June 2025 are considered late. Any payment made after this date must be settled in full before the event to gain access.
- 9.7. Delegates with incomplete payments will not be granted access to the event.
- 9.8. Onsite registrations must be paid in full upfront to gain entry to the event. Failure to meet these conditions will result in denied access.
- 9.9. Delegate substitutions from the same organization are permitted at no additional cost.

10. Event Access & Identification

- 10.1. Delegates must always wear their official conference badge for venue and session access.
- 10.2. Lost badges should be reported immediately. A reissuance fee may apply.
- 10.3. PNG CORE reserves the right to deny entry to anyone without a valid registration badge.

11. Code of Conduct & Concerns

- 11.1. Delegates must adhere to a respectful code of conduct during the event. Any disruptive behaviour may result in removal from the venue without a refund.
- 11.2. An event Code of Conduct will be issued before the event.
- 11.3. Concerns should be submitted in writing via email or delivered to the PNG CORE office. PNG CORE will address concerns promptly and reserves the right to amend these terms and conditions if necessary.

12. Agreement to Terms & Conditions

- 12.1. By submitting delegate registration and making payment, delegates acknowledge and agree to these Terms & Conditions.