



Event Registration Form

CONFERENCES, PANELS, FAIRS, VISITS AND DIGITAL OR HYBRID EVENTS

01 EVENT AND PARTICIPANT

Complete the relevant fields in English. Use N/A with a reason where applicable. Save your completed PDF and return it through the verified AF channel. Do not submit passwords, payment-card details or unapproved controlled material.

AF Event details - organizer completes before circulation

Event title / event ID

Event type / programme

Event date(s) / time / time zone

Venue / platform

Published event notice / terms reference

Registration closing time / zone, if applicable

1 Participant details

One participant per form. Supply the minimum information needed for registration and the access category.

Full name *

Preferred badge name

Organization / institution (if any)

Role / position / course

Email *

Telephone with country code

Country

AF member number (optional)

Attendance mode requested

☐ In person

☐ Online

☐ Hybrid

Participation role requested

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02 PARTICIPATION AND ACCESS ARRANGEMENTS

2 Sessions and special participation

Session / visit / activity	Date / access category	Preference or published selection reference

Speakers / exhibitors only: proposed topic, exhibit, personnel or demonstration and relevant submission reference

Content, IP, security or demonstration approval reference, if required

Registration is not speaker acceptance, stand allocation, media accreditation, technical endorsement or demonstration permission. Restricted visits and demonstrations need separate approved access and safety arrangements. Do not upload controlled presentation or exhibit material through an unapproved channel.

3 Optional practical assistance

Would you like confidential follow-up about access, interpretation, dietary or other support?

☐ No
 ☐ Yes
 ☐ Prefer to discuss directly

Practical adjustment requested (optional). Describe what is needed, not a diagnosis or full medical history.

Emergency contact name (only if event notice requires)

Emergency contact number / relationship

Guardian / support authority reference only where required for this participant

Provide another person's contact only with the relevant permission or lawful basis. The event-specific safeguarding process determines age/guardian requirements; this form creates no universal minimum age.

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03 TERMS, BILLING AND OPTIONAL CHOICES

4 Registration terms

Event terms / cancellation-refund schedule version received

Activity privacy notice version received

- ☐ I accept the identified event terms actually supplied, including the applicable participation conditions and cancellation/refund rules.
- ☐ I will follow applicable conduct, safety, access, photography and controlled-content instructions. This does not waive non-excludable rights.

5 Billing - only if an invoice is requested

Invoice recipient / legal name

Billing email

Purchase order reference (if required)

Tax / registration identifier (if required)

Billing address, if different / needed

Any event fee, currency, tax and refund terms are those in the identified event notice or agreed order. No price, free admission or payment commitment is created by an undisclosed field. Do not enter card or bank credentials.

6 Optional permissions - no boxes are preselected

- ☐ Publish my name, organization and role in the participant networking directory for this event; not my private contact details.
- ☐ Use identifiable photographs or short video images of me in AF's promotion of this event, subject to the issued notice and practical opt-out arrangements.
- ☐ Send optional AF news and invitations to the email above; necessary event messages are separate.

Attendance does not grant sponsors access to your contact details. A speaker recording or reuse licence is agreed separately. You may withdraw optional consent prospectively through the stated privacy contact.

Name of signatory

Date (YYYY-MM-DD)

Signature / certificate-based digital signature

Sign in a compatible PDF signing application or sign a printed copy.

Use the agreed signing method. A typed name is not a digital signature or an AF approval.

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04 SUBMISSION AND ORGANIZER ADMINISTRATION

7 Additional information and attachments

Attachment / evidence reference	Reason needed / access restriction

Additional session choices, access explanation or follow-up request

Privacy: information is used to administer this event registration, manage necessary access and communicate event arrangements, verify the relevant facts and keep necessary records under AF-PL-018. The issued activity privacy notice states the responsible entity, lawful bases, recipients, transfers, retention and available rights. Optional publicity choices are separate and may be withdrawn prospectively through the stated contact. Do not include unnecessary personal or controlled technical information.

AF Organizer use only

Registration ID / receipt date	Verified legal organizer / event owner
Confirmation / waitlist / next action record	Approved category / access / separate approvals
Order / invoice / waiver reference if relevant	Restricted support / safeguarding follow-up reference

Receipt is not a confirmed place. Only the organizer's actual confirmation establishes the admitted category and conditions. Operational safety and delivery records remain under AF-FR-026.

AF Issue details - AF completes before circulation

Responsible legal entity / organizer	Activity privacy notice reference / version
Verified return channel	Verified privacy contact