

## Terms and Conditions GRC Virtual 2023

### **Cancellation Policy**

Virtual conference cancellation is subject to \$295 fee and must be in writing by Monday, 24 July 2023. After this date, no Virtual cancellation will be accepted.

If you are unable to attend but would like to transfer your registration, requests must be submitted in writing to <https://support.isaca.org>. Please submit the substitutions name and ISACA ID number when making any request. Any Attendee substitutions must be made by Tuesday, 1 August 2023.

If you have already registered and paid your registration in full, you are not eligible for a discount at a later date. Discounts will not be applied retroactively.

**NOTE:** If ISACA/IIA must cancel a course or event, liability is limited solely to the registration fees paid.

### **Global Account Number (GAN)**

If you are not an IIA member and have never set up an IIA login, please create a complimentary IIA Global Account Number. If you have an IIA Member ID you do not need to create an IIA Global Account Number

**All conference attendees will need either an IIA Global Account Number or IIA Member ID in order to receive their CPE certificates.**

Create a Global Account Number: <https://register.theiia.org/>

Look up your IIA Member ID Number: Please contact [customerrelations@theiia.org](mailto:customerrelations@theiia.org).

### **Payment Methods**

Pay online at [www.isaca.org/cart](http://www.isaca.org/cart)

Bank Wires—send electronic payments in US dollars to:

Bank of America

135 S. LaSalle St.

Chicago, IL 60603

ABA #0260-0959-3

ISACA Account #22-71578

S.W.I.F.T. code BOFAUS3N

Please submit the following information to <https://support.isaca.org>:

Date of wire

Amount of wire

Registrant's name

Confirmation number

Conference name

If you are in need of a group invoice, all attendees must fill out a registration form and select pay later at check out. We are unable to provide invoices without a form filled out for each attendee. When

contacting Customer Support at <https://support.isaca.org>, please provide attendee name, ID number, and Sales Order.

Please note, wire can take 10 to 14 business days to be received. If received after the discount expiration, attendee is subject to additional cost.

### **Registration and Payment Policy**

Registration for the event is not confirmed until full payment is received. Outstanding balances are due at the start of the conference. Access to the event will not be allowed until all fees have been paid in full. ISACA/IIA reserves the right to cancel your registration if we do not receive payment by the start of the event. All pricing is listed in USD.

The registration rate is determined by the date payment is received by ISACA HQ. Discounts are only applicable to registrations that are completed online and applied at the time of registration. Only one promo code may be applied to an individual registration. Promo codes may not be combined and will not be applied retroactively.

### **Discounts**

ISACA and The IIA offer a group discount for organizations sending 10 or more employees to a single conference. described below. If you are eligible for one of these discounts, please reach out to <https://support.isaca.org> for more information. When reaching out for information, please provide each attendee's name and ISACA account number.

Any paperwork or documentation that is requested by an attendee or organization for ISACA and The IIA to complete may take up to 14 business days.

### **CPE**

The IIA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org).

### **NASBA CERTIFICATE PROCESS**

All GRC attendees will receive their certification for NASBA CPEs four to six weeks after the conference. If you have questions related to your CPE certificate, please contact [Conferences@TheIIA.org](mailto:Conferences@TheIIA.org).

### **ISACA CERTIFICATION PROCESS**

The IIA will email your CPE certificate four to six weeks post-conference to the email address used to register for the conference. Once the certificate is received, all ISACA certification holders will need to enter their CPEs. Please note, ISACA CPEs will not be uploaded into accounts, all attendees must self-claim their CPEs hours.

Please visit [ISACA Support](#) for the latest CPE reporting process.

To maintain ISACA certifications, certification holders are required to earn 120 CPE credit hours over a three-year period in accordance with ISACA's continuing professional education (CPE) policy. ISACA conferences are Group Live and do not require any advanced preparation. ISACA certification holders will need to allocate the CPE hours earned at GRC 2023 in "My ISACA" following the conference.

### **Adding CPE to IIA Member Profiles if You Hold IIA Certifications**

Certified individuals report their CPE hours by submitting a CPE reporting form annually, which serves as a signed statement that all applicable CPE requirements have been met. A separate CPE reporting form is required for each certification held. Supporting documentation (e.g., certificate of training completion) should not be submitted at this time. Individuals may submit CPE reporting forms through the CCMS or through their local Affiliate, as appropriate. It is the certified individual's responsibility to ensure that the CPE hours are reported appropriately. Please visit [here](#) for more information.

### **Disclaimer**

ISACA and The IIA reserve the right to make changes in the conference programs and speakers, or to cancel programs if enrollment criteria are not met, or when conditions beyond its control prevail. All views and opinions reflect those of the speaker and not necessarily those of ISACA and The IIA.

Unauthorized recording of presentations and workshops in any form is prohibited.

Any requested paperwork or documentation that ISACA and The IIA need to provide information or fill out for an attendee or organization, can take up to 10 business days.

### **Code of Conduct**

ISACA and The IIA believe our community should be open for everyone. As such, we are committed to providing a friendly, safe, and welcoming environment. By participating you agree to abide by the Codes of Conduct and Code of Ethics.

[ISACA Code of Conduct](#)

[IIA Code of Ethics](#)

### **Privacy Policy**

Learn more information regarding [ISACA's Privacy Policy](#).