



# **FAUBAI**

*Brazilian Association for International Education*

Dear FAUBAI Attendee,

If you have missed our previous message, please note that we have postponed our annual FAUBAI 2020 Conference due to the coronavirus outbreak to protect the health of all participants, staff and local host community.

The FAUBAI team is working to respond to all inquiries received by email and we are continuously updating our FAQ - Frequently Asked Questions section.

Please find below the most common questions we have been receiving these past few days. Additional questions and answers should be included later.

FAUBAI Team

<http://www.faubai.org.br/conf/2020/faubai-2020-postponed-until-april-2021/>

## **Hotel Reservation**

**If I booked my hotel through Primus Turismo, FAUBAI's official agency for hotels, how do I cancel my reservation?**

For those who wish to cancel the reservation, please be informed that only a 5% fee will be charged to cover operating expenses.

We kindly ask you to contact PRIMUS Turismo agency via email [eventos@primus.com.br](mailto:eventos@primus.com.br) to formalize the cancellation request.

## **Registration**

**If I already registered for the FAUBAI 2020 conference in April will my registration automatically roll over to FAUBAI 2021 next year or do I need to register again?**

Yes, your registration will roll over to FAUBAI 2021, and you do not need to register again.

Please also notice that if you choose to roll over your registration for FAUBAI 2021, it will also be possible to transfer your registration to another member of your organization. If that is the case, please contact [pagamento@faubai.org.br](mailto:pagamento@faubai.org.br). This change does not have to be made immediately.

**I registered for FAUBAI 2020 in April, but I am not rolling over my registration to FAUBAI 2021, what are my cancellation options? What is the FAUBAI refund policy?**

FAUBAI is providing two options to participants that are not rolling over their registrations to FAUBAI 2021.

### **1. Donate the registration fee to the FAUBAI**

The Brazilian Association of International Education continues to promote the integration and training of its associates through seminars, workshops, and regional and national meetings. In addition, FAUBAI also promotes the diversity and potentiality of Brazilian HEI's at funding agencies, diplomatic missions, and international programs and organisations.

If you are interested and able to support our association, please contact [pagamento@faubai.org.br](mailto:pagamento@faubai.org.br) to request that your registration fee be applied as a contribution to the FAUBAI Association.

## **2. Get a refund**

If you are not rolling over your registration to FAUBAI 2021, it must be communicated via e-mail to [pagamento@faubai.org.br](mailto:pagamento@faubai.org.br) with the e-mail subject *FAUBAI 2020 REFUND - Attendee's name* to receive a full refund.

FAUBAI will seek to ensure maximum agility to the refund process.

## Sponsorship / Support / Booth

**I am a Sponsor / Supporter / Exhibitor.  
How should I proceed?**

FAUBAI expects to be able to count on all our sponsors, supporters and exhibitors at the FAUBAI 2021 Conference. The same contract terms will be guaranteed.

If the decision is to cancel the sponsorship, support or booth and to get a refund, it must be communicated via e-mail until April 10, 2020, to [pagamento@faubai.org.br](mailto:pagamento@faubai.org.br) and [reneebarata@gmail.com](mailto:reneebarata@gmail.com) with the subject *Cancel Support FAUBAI 2020 - "Name of your Organisation"*.

In this case, the same contract terms offered in 2020 will not be guaranteed, which means that the values of sponsorship, support and stand may change for FAUBAI 2021.

## FAUBAI 2021 Program

**I am a session presenter at FAUBAI 2020 program.  
How should I proceed?**

The sessions approved in 2020 will have their presentation guaranteed at FAUBAI 2021, upon confirmation and registration by at least one of the presenters.

However, if you would rather withdraw your presentation or are not sure if you will be able to join us in 2021, please email [chair@faubai.org.br](mailto:chair@faubai.org.br) and [faubai@faubai.org.br](mailto:faubai@faubai.org.br) with the subject *FAUBAI Program 2021 - "Title of your presentation"* by November 20, 2020.

Please, pay attention: there is no link between cancelling your session and asking for a registration fee refund.

To complete the 2021 program, a new call for proposals will be launched.

**I am responsible for providing a workshop.  
How should I proceed?**

Workshop proposals must be resubmitted. Priority will be given to workshops that were selected for the FAUBAI 2020 Conference.

Please let us know by November 20, 2020 if you would like your workshop to be considered for inclusion in the FAUBAI 2021 program, via e-mail [chair@faubai.org.br](mailto:chair@faubai.org.br) and [faubai@faubai.org.br](mailto:faubai@faubai.org.br) with the e-mail subject *FAUBAI 2021 - Workshop "Title"*.

FAUBAI Team  
March 20, 2020



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