

# Early Bird Registration Terms and Conditions

Dear [Participant's Name],

Thank you for your interest in registering for the [Event Name]. Below are the terms and conditions pertaining to the early bird registration.

## Terms and Conditions

- **Eligibility:** Early bird registration is available to participants who register before [Early Bird Deadline].
- **Discount Rate:** Early bird registrants will receive a [discount percentage] discount on the standard registration fee.
- **Payment:** Full payment must be received by the early bird deadline to qualify for the discount.
- **Cancellation Policy:** Cancellations made prior to [Cancellation Deadline] will receive a full refund. Cancellations after this date will not be eligible for a refund.
- **Transfer Policy:** Registrants may transfer their registration to another person by notifying us at least [transfer notice days] days before the event.
- **Limitation of Liability:** The organizers are not liable for any losses or damages incurred during the event.

By completing your registration, you agree to the above terms and conditions.

We look forward to seeing you at [Event Name]!

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]