APEC CEO Summit registration FAQs

How do I register to attend the CEO Summit?
Register to attend via our Registration Site. See details below on how to log in.

How do I log into the Registration Site?
- First time log on:
  1. From the Registration Site click on Access Registration
  2. On the next screen, click on Sign Up Now
  3. Enter your email address (if you received an invitation make sure you use the email address the invitation was sent to)
  4. Choose a password then enter it and confirm it
  5. Click Create

- Returning log on:
  1. From the Registration Site click on Access Registration
  2. On the next screen, enter the email address used to set up your registration
  3. Enter your password
  4. Click Sign In

Can one person from my company manage our registrations?
Yes. A Group Manager can complete registrations on behalf of others, view and manage their applications and pay for Summit Passes in bulk.

- The nominated Group Manager needs to Register themselves using these steps:
  1. From the Registration Site click on Access Registration
  2. On the next screen, click on Sign Up Now
  3. Enter your email address (if you received an invitation make sure you use the email address the invitation was sent to)
  4. Choose a password then enter it and confirm it
  5. Click Create
  6. At the next screen click on Register Others
  7. Submit your contact details
  8. Read the instructions on the Home Page
  9. Start Adding group members

How do I know when my place at the CEO Summit is secured?
Your place at the CEO Summit is secured when your status is Registered. To check your status, log in to the Registration site. You can also check your emails for confirmation.
I tried to register for the CEO Summit but can’t find any confirmation from you.
You can check your status by logging in to the Registration Site. Alternatively, check your Inbox for emails from CEO Summit. If you can’t see anything in your main Inbox look in your Junk folder. If there is nothing there, make sure you’re checking the same email account that was used to register. If you’re still stuck, contact us at CEOSummit@mfat.govt.nz

I’m having trouble making payment, who can help me?
Contact apecceosummit2021@eventcore.com

I’m interested in a package deal for my company. Where can I find more information?
Contact CEOSummit@mfat.govt.nz

What benefits do I receive if I’m a NZ business leader purchasing a CEO Summit VIRTUAL pass?
Once your registration is approved, you gain access to our virtual CEO Summit platform to set up your profile with information about you and your business.

Our platform will give virtual delegates a fully interactive experience of the Summit and give you the best seat in the house for all the keynote speeches from business and world leaders, video presentations, panels, New Zealand cultural and musical performances, that all come together in the Live Plenary Session.

As the Summit starts, our live news feed will keep you up-to-date with everything coming up and highlights of what is happening. You will have access to a Connection Zone where you can find and start to communicate with other Summit delegates and explore some of our on-demand content and Sponsor Zone. Online chats let you comment on the presentations with other participants in real time and on-demand videos are available if you miss a session or you want to watch something again.

An online helpdesk is available to help with registration, platform use, or any other technical issues, so that your Summit experience will run smoothly and you can focus on connecting with top CEOs from Asia-Pacific economies.

Can I transfer my CEO Summit registration to someone else?
Yes. This must be done prior to 1 November 2021. To transfer your registration, please contact CEOSummit@mfat.govt.nz with details on your non-attendance and who you wish to transfer this to.

What if I need to cancel my CEO Summit registration?
All registration cancellations must be received online or in writing via email to apecceosummit2021@eventcore.com. As with other major events the CEO Summit has a no-refund policy if you change your mind or are unable to attend.

Find out more at: http://apecceosummit2021.com/
The Ministry may consider making a refund on compassionate grounds or in exceptional circumstances in a particular case. Any refund and the amount of any refund shall be solely at the Ministry’s discretion. The Ministry reserves the right to:

- Cancel the CEO Summit for both in-person and virtual attendance at its sole discretion; in the event of such cancellation a full refund will be made.

- Cancel the CEO Summit for in-person attendance only. A partial refund will be made to all in-person registrants which will be an amount equal to the difference between the in-person attendance registration fee and the virtual attendance registration fee.

In each case MFAT expressly excludes any liability for any direct or indirect losses or damages howsoever arising as a result of such cancellation and will not, for example, be responsible for any travel or accommodation costs incurred. All refunds will be issued in the same manner as payment.