

Registration Policy

VSAE produces a Seminar Series with a networking component in the first of the month.

As an Executive or Associate member of VSAE there is no additional cost to you to attend the networking component, provided you do the following:

1. Register online at vsae.org or by email (info@vsae.org) by Tuesday before the event.
2. Obtain and retain an email confirmation of your registration.
3. Check in at the event registration, collect your name badge, and enjoy the event.

How to Register

Monthly VSAE provides an invitation to RSVP through our bi-weekly eNews and opens an online registration link at vsae.org. **Phone reservations are not accepted. It is your responsibility to RSVP for the event** so VSAE can provide the host facility an accurate meal count.

Registration Fees

All fees must be paid at the time of registration. If you do not have a credit card available to complete your online registration, you will need to send a check payable to VSAE indicating for what event you are registering in advance of the registration deadline. If payment is received after the registration deadline, you may be invoiced for additional late registration fees. If you fail to RSVP in advance and register on-site, you will owe the Thursday after 2:00 p.m. registration fee.

Registered and Paid by	Promo Code	Tuesday Before Meeting		Wed. & Thur. before 2 p.m.		Thurs. after 2 p.m.
		Seminar	Lunch/Brkfst	Seminar	Lunch/Brkfst	Lunch/Brkfst
VSAE Member		\$50.00	Free	\$60.00	\$14.00	\$35.00
Staff of Executive Member ❖	StaffMem	\$50.00	\$25.00	\$60.00	\$30.00	\$40.00
Semi-Retired/Exec. Non-Resident ❖		\$50.00	\$15.00	\$60.00	\$20.00	\$40.00
Non-Member ❖		\$90.00	\$50.00	\$100.00	\$55.00	\$55.00

❖ A replacement from the same organization may attend if the member is unable to attend. Use promo code **Substitute** when the individual is registering. Each registrant must have an individual record in the online registration system. If your substitute fails to attend, you are responsible for any unpaid registration fees or no-show fees.

❖ Staff & Non-Member Attendance: Staff of an Executive member or a non-member is limited to attending three meetings per year.

Promo Codes

A few promo codes are available to enable you receive the correct fee as you process your online registration. These are listed where appropriate on this page. Promo codes are built based on the individual's membership type in the online database. Please contact VSAE if you need assistance using promo codes.

Cancellation

VSAE offers no refunds for cancellations. However, substitutions are allowed (and encouraged) at any time. If you need to cancel your registration, contact the VSAE office in writing by Tuesday before the meeting. If you do not cancel and do not attend the luncheon/breakfast, you will be invoiced a no-show fee of \$14*. If you cancel after the Tuesday before the meeting, you will be invoiced a late cancellation fee of \$14*.

Event Pass (your "Get Out of Jail Free" card)

VSAE management understands that circumstances sometimes prohibit you from following the outlined policies. Members receive an Event Pass annually printed within the January newsletter. New members receive an Event Pass in their VSAE Welcome Packet. You may use this pass to waive one of the \$14* luncheon/breakfast fees. *Please note the Pass is valued at \$14* and therefore is not valid for on-site registrations.*



Guests

As a member you may bring a potential Executive member guest to the luncheon/breakfast complimentary. Other guest fees are listed above. Please send an email to info@vsae.org no later than Tuesday before the meeting including all contact information and any special dietary requirements for your guest. An email confirmation will be returned to the guest. If your guest does not show, you will be responsible for the \$14* no-show fee.

Seminars

There is a separate registration fee (listed above) for seminars offered in conjunction with the luncheon/breakfast.

Drink Tickets

One drink ticket is provided to each member per meeting. Non-members do not receive a drink ticket. Drinks are available on a cash basis for a nominal fee.

If you have questions regarding VSAE registration policies, please send an email to info@vsae.org or call the VSAE office at (804) 747-4971.