



2025 SEMINAR SERIES REGISTRATION POLICIES

HOW TO REGISTER

- ❖ Registration for the seminar and networking reception/meal are submitted within the same online form, but you have the option of attending the seminar only (there is a fee), the reception/meal only, or both.
- ❖ Each member organization has one key contact who may register other members within their organization by clicking on “Linked Profiles” when registering on-line. Otherwise, individuals must log in to register themselves.
- ❖ Non-members attending their first VSAE event will be directed to create a password to access the online registration form.

GUEST/NON-MEMBER REGISTRATION

- ❖ Members wishing to pay for a non-member guest should contact the VSAE office (info@vsae.org) with the name, organization, email address, and any dietary needs of their guest. Credit card information will be required for payment at the time the guest is registered.
- ❖ Members may bring a potential **Association Professional** member guest to one (1) reception and meal per year at no charge. Contact the VSAE office to register them. Non-member Seminar rates still apply. If the guest fails to attend, the member will be responsible for the cancellation fee.
- ❖ Staff of **Association Professional** members may use the Discount Code “**StaffMem25**” to attend the seminar and reception/meal at a reduced rate (see chart below).
- ❖ All non-members (including staff of Association Professional members) are limited to attending two (2) lunches/receptions per year.

REGISTRATION FEES

Seminar: \$50 – Association Professional - Enhanced
 \$55 – Association Professional – Basic, Semi-Retired, Lifetime
 \$69 – Non-Members

Reception & Luncheon:

REGISTERED & PAID	ASSN. PROF. ENHANCED	ASSN. PROF. BASIC, SEMI-RETIRED, LIFETIME	STAFF OF ASSN. PROF. MEMBER	NON-MEMBER
<i>BY</i> One Week Before Event	FREE	\$20	\$25	\$35
<i>LESS THAN</i> One Week Before Event	\$20	\$25	\$30	\$40
On-Site	\$25	\$25	\$35	\$45

All fees must be paid by credit card at the time of online registration. Contact the VSAE office if your only option is to pay by check.

CANCELLATIONS / SUBSTITUTIONS

VSAE offers no refunds for cancellations of either the seminar or the luncheon.

- ❖ If you need to cancel any part of your registration, contact the VSAE office via email.
- ❖ A VSAE member or non-member substitute from the same organization may attend the reception/meal in place of the VSAE member who cancels. You must email the VSAE office to do so.
- ❖ A member who registers for free to the reception/luncheon (or their substitute) and cancels **less than a week before** the event, or fails to attend, will be invoiced a \$20 cancellation fee to cover the cost of their meal
- ❖ VSAE understands that unforeseen circumstances arise. Each calendar year, members receive ONE “Free Pass,” which waives the late cancellation/no-show fee.