



## 2020 SEMINAR SERIES REGISTRATION POLICIES

VSAE produces a Seminar Series with a reception and luncheon or breakfast six times throughout the year. There is no cost to members to attend the meal and networking portion of these events if registered by the deadline.

### How To Register

- ❖ Registration for a Seminar Series event opens approximately one month in advance. Visit [vsae.org](http://vsae.org) to register.
- ❖ Registration for the seminar and networking reception/meal are submitted within the same form, but you have the option of attending the seminar only (there is a fee), the reception/meal only, or both. It is important that you check the correct boxes on the form based on what you will be attending.
- ❖ It is your responsibility to register for the meetings by the deadline so that VSAE can provide the host facility an accurate meal count.
- ❖ Each member organization has one key contact who may register other members within their organization by clicking on “Linked Profiles” when registering on-line.
- ❖ Phone reservations for members are not accepted.

### Guest/Non-Member Registration

- ❖ Every registrant must have an individual record in our online registration system, which requires creating a username and password for non-members who are attending their first VSAE event.
- ❖ If a member wishes to register and pay for their guest, they should contact the VSAE office 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.
- ❖ Any member may bring a potential **Executive** member guest to one reception and meal 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 any resulting fees.
- ❖ If a member is unable to attend, a non-member substitute from the same organization may attend the reception/meal in their place. Use the Discount Code “**Substitute**” when the individual registers online to get the member rate. Non-member Seminar rates still apply. If the substitute fails to attend, the member will be responsible for resulting fees.
- ❖ Staff of Executive members may use the Discount Code “**StaffMem**” to attend the seminar and reception/meal at the reduced rate shown below. If the staff fails to attend, the member will be responsible for resulting fees.
- ❖ All non-members (including staff of Executive members) are limited to attending three (3) meetings per year.

### Registration Fees

All fees must be paid at the time of registration. If you are unable to pay by credit card, you may send a check payable to VSAE. If check is received after the registration deadline, you may be invoiced for additional late registration fees.

Registered & Paid by	Three Days Before Meeting		One or Two Days Before Meeting		On-site
	<i>Seminar</i>	<i>Lunch</i>	<i>Seminar</i>	<i>Lunch</i>	<i>Lunch</i>
VSAE Member	\$50.00	Free	\$60.00	\$14.00	\$35.00
Staff of <b>Executive</b> Member	\$50.00	\$25.00	\$60.00	\$30.00	\$40.00
Semi-Retired/Exec. Non-Res./Lifetime	\$50.00	\$15.00	\$60.00	\$20.00	\$40.00
Non-Member ❖	\$90.00	\$50.00	\$100.00	\$55.00	\$55.00

### Cancellation

**VSAE offers no refunds for cancellations.** However, substitutions are allowed at any time. If you need to cancel your registration, contact the VSAE office **in writing** (through email) before the deadline. If you cancel after the deadline or fail to attend the luncheon, you may be invoiced a fee of \$14\*.

#### \*Free Pass

VSAE understands that unforeseen circumstances sometimes prohibit you from following the outlined policies. Each calendar year, members receive one “Free Pass,” which waives the \$14 late cancellation or no-show fee. VSAE staff will track usage of the Free Pass and notify you when you have used yours. For any subsequent late cancellations or no-shows, a \$14 fee will automatically be invoiced to you.