

## Registration\* Policies

	<b>ONLINE</b> November 5, 2018 – March 1, 2019 Checks or Major Credit Card	<b>ONSITE</b> March 18-19, 2019 Major Credit Card only
1-2 Individual(s)	\$650/person	\$700/person
3 Individuals	\$590/person	N/A
4 Individuals	\$535/person	N/A
5+ Individuals	\$485/person	N/A
Workshops	\$200/person	\$225/person – subject to availability

\* Registration does **NOT** include housing, travel or personal expenses.

### Online Registration Deadline

Online registration will close March 1, 2019. Onsite registration will be available March 18-19, 2019, and must be paid via credit card (VISA, MasterCard, Discover or AMEX).

### Online Group Registration

Group discounts are available to three or more individuals that are registered together from the same institution/company during the online registration period. **Group registrations are available online only and all group members must register at the same time.** Please note: Once the registration record is complete and payment has been submitted, you will not be able to add another individual to that group registration. CAEP is unable to accommodate requests for retroactive group discounts.

### PreCon Orientation Sessions

Registration for main conference programming is required to participate in PreCon orientation sessions. The PreCon sessions are optional and are at no additional charge.

### PostCon Workshops

Registration for main conference programming is required to participate in PostCon workshops. PostCon workshops require an additional, **non-refundable** registration fee.

### Payment Options

- Credit Card (VISA, MasterCard, Discover, or AMEX)
- Check – the check payment option will be available online beginning November 5<sup>th</sup>, 2018 through February 7<sup>th</sup>, 2019. Checks must be received in CAEP offices within 21 days of online registration. If the final check payment is not received by March 1<sup>st</sup>, 2019, the registration(s) will be automatically canceled, and a new onsite registration will be necessary (at the onsite registration price).

**Onsite registration** must be paid with a credit card (VISA, MasterCard, Discover or AMEX).

Please use the event confirmation ticket (received via Eventbrite) as the invoice for your check. Check payment(s) must include the **registration order number** and **attendee name(s)** on the memo portion of the check. Please include a copy of the event confirmation ticket when mailing the check payment.

### Confirmation

Registration is complete when you receive the confirmation email via Eventbrite. If you do not receive a confirmation email after completing the registration process, please contact CAEP staff at

[events@caepnet.org](mailto:events@caepnet.org). If registering and making payment by credit card, an automated email will be sent to the email address on record.

If paying by check, registration(s) are not considered confirmed until payment is received and processed by CAEP.

To request a duplicate registration confirmation, please contact CAEP staff at [events@caepnet.org](mailto:events@caepnet.org)

**Duplicate Registrations**

Cancellations and/or refunds for duplicate registrations are subject to the Cancellation and Refund policy, outlined below.

**Cancellation and Refunds**

Cancellation and/or refund requests must be received in writing via [events@caepnet.org](mailto:events@caepnet.org) no later than February 15, 2019. No refunds will be granted for requests received after this date. CAEP regrets that refunds will not be given for no-shows.

Cancellation and/or refund requests must be made in writing and cannot be made in person or over the phone.

Conference registration fees will not be applied to a future CAEP conference, however can be transferred to an individual within the same organization (see Substitutions below).

According to the following schedule, refunds are disbursed by credit card or check to the original issuer of payment no later than six weeks following the conclusion of the conference.

Refund Request Received	Refund Amount
By January 25, 2019	Refund minus a \$150 administrative fee per registration
January 26, 2019 – February 15, 2019	50% refund
February 16, 2019 or later	No refund

**Substitutions**

Substitutions are permitted for attendees within the same organization. Substitutions can be made by contacting CAEP via email at [events@caepnet.org](mailto:events@caepnet.org) . Substitutions after the online registration period closes can be made onsite at the conference venue.

**Day or Guest Passes**

CAEP does not offer single-day or guest passes.

**Special Needs**

Attendees with accessibility, mobility, or dietary needs should note those needs during the online registration process, and no later than March 1, 2019, to ensure appropriate arrangements can be made. Questions regarding accessibility and special needs should be directed to [events@caepnet.org](mailto:events@caepnet.org).

**Press Registration**

Members of the press wishing to register for press credentials, please contact: [communications@caepnet.org](mailto:communications@caepnet.org).

**Consent Clause**

Registration and attendance at, or participation in, CAEP meetings and other activities constitutes an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities by CAEP.

**Nationwide Event Inclement Weather Policy**

CAEP conferences will be cancelled due to inclement weather or other acts of nature (including, but not limited to, flood, fire, or natural disaster) only if the venue and/or location of the event is closed or provides notice to CAEP of its inability to hold the event, or if the local government declares an emergency status is in effect for the location of the event.

If a CAEP conference is cancelled due to inclement weather or other acts of nature as set forth herein, every attempt will be made to reschedule the event and your registration fee will be applied to the rescheduled event date. If CAEP is unable to reschedule the event, your registration fee will be refunded or applied to the next CAEP Conference. Any travel expenses that may have been incurred cannot be refunded under any circumstances. If the CAEP event is held, but weather conditions (whether forecasted or actualized) prohibit you from traveling, CAEP will not provide refund for your registration fee.