



REGISTRATION POLICY

VSAE produces a Seminar Series with a Reception and Breakfast or Lunch six times throughout the year.

As an Executive or Associate member of VSAE there is no additional cost to you to attend the meal and networking portion of the Seminar Series, provided you do the following:

1. Register online at vsae.org or by email (info@vsae.org) by the registration deadline.
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

On a monthly basis, VSAE opens an online registration link at vsae.org and provides an invitation to register through our bi-weekly eNews. Registration for the seminar and networking reception/meal are submitted within the same form, but you have the option of attending the seminar only, the reception/meal only, or both. Be sure to check the correct boxes on the form based on what you will be attending. Phone reservations are not accepted. It is your responsibility to register for the meetings so that 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.

Registered & Paid by	Tuesday Before Meeting		Wed. and Thur. Before Meeting		On-site
	Seminar	Lunch	Seminar	Lunch	
VSAE Member	\$50.00	Free	\$60.00	\$14.00	\$35.00
Staff of Executive Member ❖	\$50.00	\$25.00	\$60.00	\$30.00	\$40.00
Semi-Retired/Exec. Non-Res.	\$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 the lunch if the member is unable to attend. Use discount code **Substitute** when the individual is registering. Each registrant must have an individual record in our online registration system, which requires creating a username and password. If your substitute fails to attend, you are responsible for any unpaid registration or no-show fees.

❖ Non-Member Staff and Guest Attendance: Staff of an Executive member and other non-members are limited to attending three (3) meetings per year.

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, 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*.

*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 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.

Guests

As a member, you may bring a potential **Executive** member guest to one reception and luncheon/breakfast complimentary if they meet the qualifications of membership. Other guest fees are listed above. Please send an email to info@vsae.org no later than Monday before the meeting including all contact information and any special dietary requirements for your guest. If the person qualifies, 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.