



# REGISTRATION POLICY

VSAE produces a Seminar Series with Breakfast, Lunch, or a Reception 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 Tuesday before the meeting.
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 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 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. If you fail to RSVP in advance and register on-site, you will owe the Thursday after 2:00 p.m. registration fee.

Registered & Paid by	Tuesday Before Meeting		Wed. and Thur. before 2:00 p.m.		Thur. after 2:00 p.m.
	Seminar	Lunch	Seminar	Lunch	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. 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 (3) meetings per year.

### Discount Codes

Discount codes are available to ensure you receive the correct fee as you process your online registration. They are listed in the above table. Promo codes are built based on the individual's membership type in our online database. Please contact VSAE if you need assistance using discount 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, 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 management understands that circumstances sometimes prohibit you from following the outlined policies. Members receive a Free Pass annually in the January newsletter. New members receive a Free Pass in their VSAE Welcome Packet. You may use this pass to waive one of the \$14\* luncheon fees. Please note the Free 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 one reception and 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.

### 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.

## Questions?

Contact VSAE at  
info@vsae.org or  
(804) 747-4971.