



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. It is important that you check the correct boxes on the form based on what you will be attending.
- ❖ 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 by email 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 **Executive** 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 any resulting fees.
- ❖ Staff of **Executive** members may use the Discount Code “**StaffMem**” to attend the seminar and reception/meal at a reduced rate (see chart below). If the staff fails to attend, the member will be responsible for resulting fees.
- ❖ All non-members (including staff of Exec. members) are limited to attending three (3) lunches/receptions per year.

REGISTRATION FEES

Seminar: \$49 – Members
\$69 – Staff of Executive Members
\$89 – Non-Members

Reception / Meal:

REGISTERED & PAID	VSAE MEMBER	EXEC. NON-RICHMOND / SEMI-RETIRED / LIFETIME	STAFF OF EXEC. MEMBER	NON-MEMBER
BY Monday Before Event	FREE	\$15	\$25	\$35
AFTER Monday Before Event	\$15	\$20	\$30	\$40
On-Site	\$25	\$35	\$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 non-member substitute from the same organization may attend the reception/meal in place of a member who cancels. You must still email the VSAE office to do so. Non-member or Staff Seminar rates still apply. If the substitute fails to attend, the member will be responsible for any resulting fees.
- ❖ A member who registers for the free reception/meal and cancels **after** the Monday before the event, or fails to attend, may be invoiced a fee of \$15.

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 \$15 late cancellation or “no-show” fee. For any subsequent late cancellations or no-shows, you will automatically receive a \$15 invoice.