



## Event Registration, Cancellation, and Refund Policy

### Policy

#### Regular Registration Categories and Rates

Individuals may register to attend the ASHA Annual Conference in one of the following categories:

#### **Member – Regular**

The rate paid by individuals who will attend the full conference, and are Regular or Lifetime members of ASHA. The regular member rate shall be set by the ASHA Board of Directors each year prior to opening registration for the conference. In order to receive this rate, membership dues must be paid in full at the time conference registration is submitted.

#### **Member – Retired**

The rate paid by individuals who will attend the full conference, and are Retired members of ASHA. The retired member rate shall be set by the ASHA Board of Directors each year prior to opening registration for the conference. This rate will usually be approximately 45 percent less than the regular member rate rounded to the nearest five dollars. In order to receive this rate, membership dues must be paid in full at the time conference registration is submitted.

#### **Member – Student**

The rate paid by individuals who will attend the full conference, and are Student members of ASHA. The student member rate shall be set by the ASHA Board of Directors each year prior to opening registration for the conference. This rate will usually be approximately 70 percent less than the regular member rate rounded to the nearest five dollars. In order to receive this rate, membership dues must be paid in full at the time conference registration is submitted.

#### **Non-Member – Regular**

The rate paid by individuals who will attend the full conference, and are not current members of ASHA. The non-member rate shall be equal to the regular member rate plus the current cost of a one-year regular membership in ASHA. Individuals who pay this rate will receive a one-year ASHA membership. The membership included with the conference will begin on the first day of the next full month following the conclusion of the conference.

#### **Non-Member – Student**

The rate paid by individuals who will attend the full conference, and are not current members of ASHA, and are enrolled full-time in a graduate or undergraduate degree program. The non-member student rate shall be equal to the student member rate plus the current cost of a one-year student membership in



ASHA. Individuals who pay this rate will receive a one-year ASHA student membership. The membership included with the conference will begin on the first day of the next full month following the conclusion of the conference. To receive this rate, students must present proof of current full-time student status provided by their academic institution at the time registration is submitted.

### Special Registration Categories and Rates

#### **Early Bird Rate**

For each category described above, ASHA shall offer a discount for registrations received and paid by an early registration deadline. The early registration deadline shall be established each year by the date that registration opens. In general, the early registration deadline shall be approximately seven weeks prior to the first day of the conference and the discount rate shall be approximately 10 percent off the rate an individual would otherwise pay for their category rounded to the nearest five dollars.

#### **Partial Event Rate**

Individuals may register to attend only a portion of the conference. Each year, ASHA shall determine a prorated daily rate for attendance at the conference. In general, the daily rate shall be proportional to the regular conference rate (i.e. full rate divided by the number of days of the conference) plus 25 percent rounded to the nearest five dollars.

#### **Event Partner Rate**

Occasionally ASHA partners with other groups or organizations who may hold a meeting or event in conjunction with the ASHA Annual Conference, such as holding their annual meeting the day before or after the ASHA conference at the same hotel. This is an opportunity for ASHA to strengthen relationships with partner organizations while also contributing to ASHA's food and beverage, and room block commitments at the host hotel. Many attendees at the partner meeting often choose to also participate in the ASHA annual conference representing additional conference registration revenue. To incentivize this, ASHA's President, Chief Staff Executive, or the Board of Directors may choose to offer an event partner discount to individuals who will attend both the partner's event and ASHA's event. When such a discount is offered, the discount shall not exceed 15 percent off the regular registration rate rounded to the nearest five dollars. The exact terms and conditions of the discount shall be described in a memorandum of understanding signed by both ASHA and the partner organization.

#### **Pre- and Post- Conference**

ASHA may provide pre- and post- conference sessions in conjunction with the annual conference. When these sessions are offered, attendance at the sessions is not included in the



regular conference registration fee. Additional advance registration is required. A fee for attendance in pre- and post-conference sessions shall be set by the ASHA Board of Directors prior to the opening of the event registration. Generally, this fee is a prorated amount based on the length of the session relative to the full conference regular member rate, rounded to the nearest five dollars. Individuals may add additional sessions to their registration fee. All rules for cancelation, transfer, and refunds described below apply to any additional sessions added to any registration. An individual may pay the established fee to attend just a pre- or post- conference session without attending any portion of the conference. When purchased, individuals will receive an entrance ticket to attend these special sessions.

### **Special Events**

Occasionally ASHA may offer additional special events or programs in conjunction with the annual conference such as receptions, fundraisers, social events, or other sponsored activities. Some special events may be included as part of the conference registration or require additional fees. When additional fees or registration are required, individuals will have the option to add these events to their regular registration or pay separately at the event. When fees are collected, all rules and procedures for cancelation, transfer, and refunds described below will apply. When purchased, individuals will receive an entrance ticket to attend these special events.

### **Invited Presenters**

Individuals who have been invited by ASHA to present or facilitate a special session or event such as a keynote or pre- or post- conference session are eligible to receive a complimentary conference registration for themselves. This benefit applies to invited presenters only and may not be extended to any individual who submitted an abstract to present using the peer review abstract submission process. At the discretion of the President, Executive Director, or Board of Directors, this benefit may be extended to other dignitaries attending the conference such as celebrities, elected government leaders, prominent leaders of partner or affiliate organizations.

### **Event Volunteers**

Occasionally ASHA may solicit the support and assistance of volunteers to help staff an event. Volunteer roles may include such activities as staffing a registration table, monitoring a session, assembling packets, crowd control, or other duties deemed necessary by the Executive Director or event planning chairperson. When offered, volunteer opportunities shall first be made available to graduate and undergraduate students in a school health-related field of study. Individuals who commit to volunteering at least three hours during the conference are eligible to receive a 10 percent discount off the registration rate they would otherwise pay.



### **Exhibitor Pass**

Sponsors and exhibitors of any event shall receive one or more full complimentary event registration with their sponsorship. The exact number of included registrations is described in the event sponsorship prospectus. Exhibitors or sponsors that would like to bring additional representatives to the conference must purchase an additional full registration or purchase a guest pass, described below.

### **Guest Passes**

Individuals attending an ASHA event may wish to invite a guest, such as a spouse, child, friend, travel companion, or colleague to attend some portion of the conference as their guest. Individuals who wish to invite a guest may purchase a guest pass. A guest pass must be purchased as part of full conference registration. A guest pass may be purchased at the time of registration of the full conference attendee or added later, including onsite, provided onsite registration is available at the event. The price of the guest pass shall be 100 dollars. Guest passes are subject to the same rules for cancelation, refund, and transfer as described below.

Holders of a guest pass may participate in any of the following activities at the conference:

- Annual Awards Luncheon
- Welcome Reception
- Exhibit Hall (including all meals/snacks presented in the exhibit hall for the duration of the event)

There is no limit to the number of guest passes that can be purchased provided the guest pass is associated with a full conference registration.

ASHA will provide one complimentary guest pass to recipients of any of the following awards:

- William A. Howe Award\*
- Legislator of the Year Award\*
- Distinguished Service Award
- Outstanding School Health Researcher Award
- School Health Educator of the Year Award
- Dr. Robert Synovitz Emerging Professional Award
- Whole School, Whole Community, Whole Child (WSCC) Award

\*If the awardee is not an ASHA member and will not be attending the conference, the awardee will also receive a guest pass for themselves in addition to a guest pass for one additional person to join them at the Awards Luncheon.



### Included and Excluded Benefits

Payment of the registration fee entitles a single individual to attend and participate in all of the events and activities associated with the conference including food and non-alcoholic beverages provided and listed in the program book, except those activities that require an additional fee. Any activity that requires an additional fee will be clearly described on the event webpage, agenda, and program.

The conference registration fee does not include any hotel or travel accommodations. ASHA will make arrangements for a discounted room rate at the host hotel, and attendees are encouraged to stay at the host facility. However, each individual shall be responsible for making their own travel and lodging arrangements.

### Registration Methods and Deadlines

Registration for events will open approximately six months prior to the first day of the event. ASHA encourages individuals to register for events as early as possible via its website at [www.ASHAweb.org](http://www.ASHAweb.org). Online registration will close approximately two weeks before the first day of the event.

Mail, fax, or email registrations are accepted provided an individual submitted the registration using an event registration form provided by ASHA. All mailed or faxed registration forms must be received at the ASHA national office by the regular registration deadline, which will be approximately two weeks before the first day of the event. Registration forms received after the announced deadline, or are incomplete, or illegible will be processed as onsite registrations.

Onsite registration is available for most events sponsored by ASHA. However, ASHA is not able to guarantee that individuals planning to register onsite will be able to attend the event. Onsite registrations shall be limited by the capacity of the event venue. Onsite registration is subject to closing without notice should the number of onsite registrations exceed the space availability at the venue or other reasons deemed necessary by the ASHA Board of Directors.

### Payment Methods and Due Date

All conference registration fees must be paid in U.S. dollars and are due at the time of registration. ASHA encourages payment by credit or debit card via its website at the time a registration is submitted. ASHA accepts payment via American Express, Discover, Master Card, and Visa.

ASHA will also accept personal or business checks and approved purchase orders as a means of payment. However, paying by these methods does not extend the payment due date. All payments must be received by ASHA by the deadline dates indicated on the registration form. This means individuals who register during the “early bird” registration period and choose to pay by check or purchase order must submit payment on the invoice before the early bird registration deadline, or their fee will increase to the regular conference rate.

If ASHA does not receive full payment of registration fees before the conference date, the attendee must present a credit or debit card, or a check for the full amount due onsite prior to attending the conference.

ASHA does not accept cash as payment for any fees.



### Sharing of Registration

Under no circumstance may any event registration be shared by multiple individuals. Each individual who wishes to attend any portion of an event must purchase their own event registration.

### Cancelation and Refunds

ASHA will accept cancelations and provide a refund of 50 percent of the total fee paid up to one-month before the first day of the event. Refunds may not be processed until after the event. No refunds will be provided within one month of the start of the event. This applies to individuals, sponsors, and exhibitors.

ASHA is unable to accept telephone or verbal cancelations. All requests for cancelation must be submitted by fax or email sent to the ASHA national office.

### Transfers

Any registered individual who is unable to attend the event may transfer their paid registration to another individual at no additional charge at any time after the registration is received, up to and including transfers occurring onsite.. ASHA will attempt to honor any requests for accommodation, such as special dietary needs, made by the recipient of the transfer; however, accommodation requests received within one month of the event date cannot be guaranteed.

Approved by the ASHA Board of Directors: August 15, 2018