



Association Event Policies

The following policies apply to all Association professional development events as outlined.

1. Membership Only Events

The following is designed to address payment and cancellation issues for NAESPA Membership Meetings.

Membership Meeting Fees

- The Board of Directors shall set a meeting fee schedule covering members and nonmembers attending member meetings.
- All meeting fees must be paid by members in advance and are due no later than seven calendar days prior to the first day of the meeting. All registrations unpaid at the seven-day period shall be automatically cancelled.
- Nonmembers attending membership meetings must pay meeting fees in advance at the time of registration.
- Registration fees shall be processed by ESEA Network to permit acceptance of credit cards, facilitating the registration process for members.

Membership Meeting Cancellations

- Registrations cancelled by Members seven or more calendar days in advance of the first day of the meeting shall be fully refundable.
- Cancellations made by Members less than seven calendar days in advance are nonrefundable.
- Nonmember registrations are refundable if they are cancelled within seven calendar days of purchase, and nonrefundable if cancelled more than seven calendar days after purchase.

2. Public Events

The following is designed to address payment and attendance issues for the National ESEA Conference and all live, public Association professional development events.

NAESPA MEMBERS

The following applies to all National Association of ESEA State Program Administrators Members and applies equally to actions made on their behalf by others:

Registration

- Registration fees are recommended by the committee responsible for the event and approved by the Board of Directors.
- Registration is confirmed only upon payment in full of required registration fees.

Hotel Reservations

- Members may reserve hotel rooms at the same time as registration and hold them for later payment.
- Officers and Board Members may be eligible for complimentary room credits in conjunction with board service, as designated by the Board of Directors.

Substitutions

- Paid registrations and hotel reservations may be transferred, at no cost, from one attendee to another at any time.
- Complimentary or discounted registrations or hotel rooms may not be substituted.

Payments

- Checks and all major credit cards are accepted as payment, according to online instructions for each event.
- An extended “grace period” allows Members to hold registration and hotel reservation items until seven calendar days prior to the start of the event.
- Items remaining unpaid at the conclusion of the “grace period,” if one is available, will automatically expire.

Cancellations

- Cancellations of registration, hotel reservations and optional activities may be made at any time.
- Refunds for both registration and hotel reservations are granted to Members on a more lenient basis than other attendees:
 - Cancellation received seven or more calendar days prior to the event:
 - 100% refund, less a \$75 administrative fee
 - Cancellation received less than seven calendar days prior to the event:
 - No refund

GENERAL ATTENDEES

The following applies to all attendees other than Members, as noted above, and applies equally to actions made on their behalf by others.

Registration

- Registration fees are recommended by the committee responsible for the event and approved by the Board of Directors.
- Registration is confirmed only upon payment in full of required registration fees.

Hotel Reservations

- Attendees may not reserve hotel rooms within the event room block prior to registering for the event.

Substitutions

- Paid registrations and hotel reservations may be transferred, at no cost, from one attendee to another at any time.
- Complimentary or discounted registrations or hotel rooms may not be substituted.

Payments

- Checks and all major credit cards are accepted as payment, according to online instructions for each event.
- A “grace period” of thirty calendar days may be approved for specific events to provide attendees with time to tentatively hold a registration while acquiring payment.
- No “grace period” is available for registrations selected within 60 calendar days of the event.
- Longer “grace periods” may be identified for each event for special categories of attendees, such as Distinguished School participants at the National ESEA Conference.
- Registration items remaining unpaid at the conclusion of the “grace period,” if one is available, will automatically expire.

Cancellations

- Cancellations of registration, hotel reservations and optional activities may be made at any time.
- Refunds are granted based on the following sliding scale, determined by the date the written cancellation request is received:
 - 100% refund if cancelled within 7 calendar days of purchase and more than 60 days prior to the event
 - 90% refund if cancelled more than 120 calendar days prior to event
 - 75% refund if cancelled between 90 and 120 calendar days prior to event
 - 50% refund if cancelled between 60 and 89 calendar days prior to event
 - 0% refund if cancelled less than 60 calendar days prior to event
 - Travel insurance is encouraged to protect the purchaser's investment
- Individuals who cancel their conference registration, cannot transfer it, and are not eligible to receive a refund (of any amount) will receive a complimentary 3-month On Demand video subscription. If a subscription is already in place, said individual will receive a 3-month extension at no charge.

EXHIBITORS

The following applies to all exhibiting or sponsoring companies at live events:

Registration

- Exhibit booth and sponsorship fees are recommended by the committee responsible for the event and approved by the Board of Directors.
- Registration is confirmed only upon payment in full of required registration fees.

Hotel Reservations

- Only companies with fully paid exhibit booths or sponsorships may reserve hotel rooms within the event room block.

Payments

- Checks and all major credit cards are accepted as payment, according to online instructions for each event.
- A "grace period" of ten calendar days may be approved for specific events to provide exhibitors with time to tentatively hold exhibitor items while acquiring payment.
- No "grace period" is available for exhibitor items selected within 60 calendar days of the event.
- Exhibitor items remaining unpaid at the conclusion of the "grace period," if one is available, will automatically expire.

Cancellations

- Cancellations of exhibitor items and hotel reservations may be made at any time.
- Refunds are granted based on the following sliding scale, determined by the date the written cancellation request is received:
 - Exhibit Booths and Sponsorships
 - 100% refund if cancelled within 7 calendar days of purchase
 - 0% refund if cancelled 8 or more calendar days after purchase
 - Hotel reservations
 - 100% refund if cancelled within 7 calendar days of purchase and more than 60 days prior to the event
 - 90% refund if cancelled more than 120 calendar days prior to event
 - 75% refund if cancelled between 90 and 120 calendar days prior to event
 - 50% refund if cancelled between 60 and 89 calendar days prior to event
 - 0% refund if cancelled less than 60 calendar days prior to event
 - Travel insurance is encouraged to protect the purchaser's investment