

AFA Annual Meeting Registration Policies

Updated May 2025

General Registration Policies

The policies outlined in this section apply to all Annual Meeting registration forms, including Attendee registration, ICW registration, Add-On Program registration, and Awards Presentation registration.

I. Member Pricing

- i. To receive member pricing, individuals **MUST** be a member at the time of registration and have individual membership status at the time of the event.
- ii. Refunds will not be provided to members if they become a member after registering for the Annual Meeting. Membership renewal or the difference in member/non-member pricing will be invoiced if membership is not secured by the registration deadline.
 - a. To clarify, individuals are not considered members of AFA until their form of payment is received and processed. Member pricing will not be granted to individuals whose membership payments are still pending at the time of Annual Meeting registration.
- iii. Once individuals have completed and submitted the AFA Annual Meeting registration form, they are considered registered regardless of payment status. Annual Meeting registrations are not transferable.

II. Banquet Registration

- i. Cancellations made prior to November 21, 2025 will result in a refund of all but a \$50 processing fee. Cancellations made after November 21, 2025 are non-refundable.

III. Cancellation and No-Show Policies

- ii. Once individuals have completed and submitted the AFA Annual Meeting registration form, they are considered registered regardless of payment status. Annual Meeting registrations are not transferable.
- iii. Cancellations made prior to November 7, 2025 will result in a refund of all but a \$50 processing fee. Cancellations made between November 8, 2025 and November 21, 2025 will result in a refund of 50% plus a \$50 processing fee. Cancellations made after November 21, 2025 are non-refundable.
- iv. A registrant is considered a no-show if they do not participate in the Annual Meeting or if they have not notified AFA of their cancellation by the November 21 deadline. Refunds will not be granted for no-shows, and individuals will be held accountable for the cost of their registration if they are registered, even if they are a no-show and have not paid.

IV. Late Payment Fee

- i. Attendees who select to pay by check or invoice must pay the balance of the invoice within 30 days or it may be subject to a late payment fee.



V. Other Policies

- i. Single Day passes can only be purchased for one day. If individuals would like to attend the Annual Meeting for more than one day, AFA will invite them to purchase a full-time registration.

VI. Bulk/Group Registration Process

- i. Bulk registration is available for organizations/institutions who are requesting a single invoice for five or more registrations.
 1. Institutions or organizations who wish to take advantage of bulk registration are encouraged to contact Gretchen Foran at gretchen.foran@fraternalexcellence.org.
- ii. Organizations/institutions will be asked to provide the full name, email, and AFA membership status of each member of their group to generate a bulk invoice. The balance of the invoice must be paid in order for the bulk registration to be processed.
 1. Invoices will be generated at the time all requested information above is provided to staff. Invoice amounts are subject to change based on registration deadlines and late payment fees.
 - a) To clarify, organizations/institutions may not “lock in” guaranteed registration rates and invoices are subject to change based on current registration rate (at the time payment).
 - b) To clarify, the balance of the invoice must be paid within 30 days or it may be subject to a late payment fee.
- iii. Upon receipt of the invoice payment, the organization/institution point of contact will be provided with a coupon code they can utilize and share with each member of their group to register for the Annual Meeting.

Additional Registration Policies

I. ICW Registration

- i. Adding Services after Initial Point of Purchase
 - a. Organizations and individuals interested in hosting an ICW event are encouraged to carefully review the available rate options prior to registration to select the appropriate rate for their event and relevant services needed, including audio/visual (A/V) and amplified sound.
 - b. If additional services (A/V and/or amplified sound) are requested after the initial point of purchase and are not included in the original rate purchased, AFA will add on services based on the difference between the rate purchased and the current rate inclusive of requested services.

