



# FBINAA National Annual Training Conference

## Conference Policies, Terms & Conditions

### Hotel Booking Policy

Conference registration is required before delegates may reserve hotel rooms. Room reservation link is in the registration confirmation email.

Two hotel rooms maximum can be reserved per registered delegate. If more than two rooms are required email us at [conference@fbinaa.org](mailto:conference@fbinaa.org) for instructions.

Hotel room reservations within the conference block will be reviewed regularly and compared to registration lists. Room reservations that do not have an accompanying conference registration or do not comply with the above guidelines are subject to cancellation.

Attendees are solely responsible for hotel reservations and subject to the hotel cancellation policy. Contact information for hotels that are part of the conference block can be found [here](#).

### Registration Substitution Policy

Replacement of a registered attendee by a business colleague/co-worker will be accepted. A \$50 USD processing fee will apply to all substitutions if notified in writing via email to [conference@fbinaa.org](mailto:conference@fbinaa.org) by June 30, 2019.

Starting July 1 and onsite, a \$100 USD processing fee will apply. A substitute registration form must be submitted for the replacement attendee. If the substitute's membership category is different from original registrant's, the registration fee difference will be charged in addition to processing fees.

### Registration Cancellation Policy

All cancellation requests must be submitted in writing to [conference@fbinaa.org](mailto:conference@fbinaa.org). Cancellation must be submitted by June 30, 2019 to be eligible for a refund. See the table below for available refunds. After June 30, 2019 refunds are no longer available. **No refunds will be granted for no-shows.**

|                      | Cancellation Fee* |        |
|----------------------|-------------------|--------|
| Basic Training Badge | \$                | 50.00  |
| Conference Badge     | \$                | 100.00 |
| Family Badge         | \$                | 50.00  |
| Exhibitor - Paid     | \$                | 50.00  |

\*Must be submitted by June 30, 2019