

Registration* Policies

	ONLINE November 9, 2017 – February 26, 2018 Checks or Visa/MasterCard	ONSITE March 13-15, 2018 Visa/MasterCard only
1-2 Individual(s)	\$635/person	\$695/person
3 Individuals	\$575/person	N/A
4 Individuals	\$520/person	N/A
5 Individuals	\$470/person	N/A
6+ Individuals	\$425/person	N/A
Workshops	\$200/person	\$200/person – limited availability

* Registration does **NOT** include housing, travel or personal expenses.

Online Registration Deadline

Online registration will close February 26, 2018. Onsite registration will be available March 13-15, 2018, and must be paid via credit card (VISA or MasterCard).

Online Group Registration

Group discounts are available to three or more individuals that are registered together from the same institution/company during the online registration period. **Group registrations are available online only and all group members must register at the same time.** (Use the “Add a person” button during online registration to add multiple individuals.) Please note: Once the registration record is complete and payment has been submitted, you will not be able to add another individual to that group registration. CAEP is unable to accommodate requests for retroactive group discounts.

Workshops

Workshops require an additional **non-refundable** registration fee.

Payment Options

- Credit Card (VISA or MasterCard)
- Purchase Order (Check)

Onsite registration must be paid with a credit card (VISA or MasterCard).

Payment for Purchase Order(s) must be received in CAEP offices within 21 days of online registration. If payment is not received, the registration(s) will be automatically canceled.

Please use the event confirmation receipt as the invoice for your Purchase Order. Check payment must include the **registration confirmation number** and **attendee name(s)** on the memo portion of the check. Please include a copy of the event confirmation e-mail when mailing the check payment.

Confirmation

Registration is complete when you receive the confirmation email. If you do not receive a confirmation email after completing the registration process, please contact CAEP staff at

events@caepnet.org. If registering and making payment by credit card, an automated email will be sent to the address on record.

If paying by Purchase Order, registration(s) are not considered confirmed until payment is received and processed by CAEP.

To regenerate your registration confirmation; you will need to provide the registration number and email address associated with the registration by using this [link](#).

Duplicate Registrations

Cancellations and/or refunds for duplicate registrations are subject to the Cancellation and Refund policy, outlined below.

Cancellation and Refunds

Cancellation and/or refund requests must be received in writing via events@caepnet.org no later than February 12, 2018. No refunds will be granted for requests received after this date. CAEP regrets that refunds will not be given for no-shows.

Cancellation and/or refund requests must be made in writing and cannot be made in person or over the phone.

Conference registration fees will not be applied to a future CAEP conference, however can be transferred to an individual within the same organization (see Substitutions below).

According to the following schedule, refunds are disbursed by check to the original issuer of payment within six weeks of the conclusion of the conference.

Refund Request Received	Refund Amount
By January 18, 2018	Refund minus a \$150 administrative fee per registration
January 19, 2018 – February 12, 2018	50% refund
February 13, 2018 or later	No refund

Substitutions

Substitutions are permitted for attendees within the same organization. Substitutions can be made through a unique link included in your registration confirmation, received following successful completion of your online registration. Substitutions after the online registration period closes can be made onsite at the conference venue.

Day or Guest Passes

CAEP does not offer single-day or guest passes.

Special Needs

Attendees with accessibility, mobility, or dietary needs should note those needs on the online registration form by February 26, 2018, so that appropriate arrangements can be made. Questions regarding accessibility and special needs should be directed to events@caepnet.org.

Press Registration

Members of the press wishing to register for press credentials, please contact: communications@caepnet.org.

Consent Clause

Registration and attendance at, or participation in, CAEP meetings and other activities constitutes an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities by CAEP.

Nationwide Event Inclement Weather Policy

CAEP conferences will be cancelled due to inclement weather or other acts of nature (including, but not limited to, flood, fire, or natural disaster) only if the venue and/or location of the event is closed or provides notice to CAEP of its inability to hold the event, or if the local government declares an emergency status is in effect for the location of the event.

If a CAEP conference is cancelled due to inclement weather or other acts of nature as set forth herein, every attempt will be made to reschedule the event and your registration fee will be applied to the rescheduled event date. If CAEP is unable to reschedule the event, your registration fee will be refunded or be applied to the next CAEP Conference. Any travel expenses that may have been incurred cannot be refunded under any circumstances. If the CAEP event is held, but weather conditions (whether forecasted or actualized) prohibit you from traveling, CAEP will not provide refund for your registration fee.