



**Policy/Procedure: Registration/Cancellation**

**Effective Date: 12/18/2008**

**Revision Effective Date: 12/01/2023**

**Approval Date: 11/30/2023**

**Scope:**

This policy applies to all regular membership meetings and seminars and is subject to modification by the Board.

**Policy:**

The Valley Society for Human Resource Management (“VSHRM”) regular membership, students, and/or guests enjoy the monthly meetings coordinated to address or inform our members of “hot” topics or HR issues.

Registrations:

- **Regular monthly meetings**, if your registration is not received by 5:00 p.m. the Thursday prior to the meeting, a late fee of \$10.00 will be assessed for registrations received through 5:00 p.m. on Monday before the meeting (in person registration) or 10:00 a.m. the day of the meeting (online registration).
- **Seminar meetings**, there will be a \$30 late fee for registrations received after a specified date (two weeks prior to seminar). Registrations will close at 5:00 p.m. the Thursday prior to the meeting. Registrations after that date are not accepted. Virtual attendance is not offered for seminars.

Cancellations:

- Notice must be [submitted via email to communications@vshrm.org](mailto:communications@vshrm.org) -no later than 5:00 p.m. on the Thursday prior to the meeting to receive reimbursement for payments made. Due to expenses incurred by the VSHRM, in the event you register but cancel after the deadline, or fail to attend the meeting, you are still responsible for payment.
- If the meeting has an online attendance option, registrants can change from in person to online participation, but will not be reimbursed for the difference in cost if the request is made after 5:00 p.m. on the Thursday before the meeting.

**The following exceptions apply to cancellation only:**

**Unforeseen Emergency**

The only acceptable excuse after the RSVP deadline would be hospitalization or a death of a family member. In this case, the meeting fee will be waived/reimbursed.

**Inclement Weather**

VSHRM meetings will continue to be conducted except under the most extreme circumstances, in such cases where city or state officials generally recommend closure due to traffic safety considerations. If the meeting is canceled by VSHRM then registrants will receive a credit for a future meeting. If the meeting was not canceled by VSHRM, then registrants would not receive a credit or be reimbursed.