

## FPA NexGen Gathering Conference Registration Policy

### Cancellation, Refund & Substitution Policy

All FPA NexGen Gathering Conference registration cancellations and refund requests must be made in writing to [MemberServices@OneFPA.org](mailto:MemberServices@OneFPA.org) by Friday, March 1, 2018. A refund of all fees, less a \$50 administrative fee, will be given for cancellations received by this date. Refunds will be returned to the original payer and in the original method of payment.

<b>Reason</b>	<b>Examples of Relevant and Supporting Documentation</b>
<b>Medical Issue</b>	A signed letter from physician/medical provider indicating one's inability to travel or attend the event. Please note: in accordance with HIPPA regulations no diagnosis or healthcare information is required in the letter.
<b>Jury Duty</b>	A copy of the jury summons.
<b>Military Duty</b>	Deployment Orders/PCS Orders/TDY Orders; Memo from Commanding Officer.

Please note that refunds will not be given for no-shows. All requests for exceptions to the cancellation/refund policy must be submitted in writing by the registrant with appropriate documentation **no later than June 11, 2018**. After this date, no refund considerations will be made.

A transfer of your full registration to another individual is permitted **prior to the conference start date** by submitting written request to [MemberServices@OneFPA.org](mailto:MemberServices@OneFPA.org). Onsite transfers must be accompanied by proof of the original confirmation letter. The individual submitting the transfer request is responsible for all financial obligations (any balance due) associated with that substitution. **Registration costs and other fees from this event cannot be transferred to another program, event or membership dues. Badge sharing, splitting and reprints are strictly prohibited.**

### Special Offers/Discount Codes

Use of discount codes is only valid at the time of the initial purchase/registration. Refunds will not be authorized for existing registrations where the special offer was received after the initial purchase. Discount codes cannot be applied to already reduced/discounted registrations. Limit one (1) special offer/discount code per registration.

### Consent Clause

Registration and attendance at, or participation in, FPA meetings/conferences 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 FPA and other third parties, including but not limited to the venue, the host city and the host CVB. Your registration may include technology that monitors your activities throughout the meeting, such as session attendance and booths visited.

Registration and attendance at, or participation in, FPA meetings or conferences and other activities also constitutes an agreement by the registrant to the receipt of email communications.

### Earn CE Credits

The conference offers CFP® continuing education (CE) credit for attending the full conference, pending

submission by the Certified Financial Planner Board of Standards, Inc. **To receive CE credit for a specific session, attendees must be in the room within 10 minutes of the start of the session, and remain in the meeting room until the close of the session.** FPA designs its programs to comply with the principles of good practice accepted by most major professions. Additionally, attendees may self-report continuing education for other designations. CE make-ups are not guaranteed but may be offered virtually after the event should you miss any of the CE sessions onsite, but will require a completed 10 question exam after viewing the virtual session in order to receive credit.

### **Confirmation**

If you register online, you will immediately receive an electronic confirmation of your registration from [Info@FPAnet.org](mailto:Info@FPAnet.org). Please add [Info@FPAnet.org](mailto:Info@FPAnet.org) and [Info@OneFPA.org](mailto:Info@OneFPA.org) to your email address book to ensure confirmation and further emails are not sent to your Junk folder. If you mailed in your registration form and have not received a confirmation within 10 business days, please contact the Member Engagement team, at [MemberServices@OneFPA.org](mailto:MemberServices@OneFPA.org).