

## **AGRiP Conference Registration Policies**

Before registering for an AGRiP event, log into the AGRiP website and [validate your personal information](#) on the “My Information” page.

All event registrations must be completed [online](#). You will receive a confirmation email upon successful registration.

A cutoff date is established and published for registration to any AGRiP conference event. Registrations received after the published cutoff date will be accepted subject to availability, and assessed a \$100 late registration fee.

Onsite registration is subject to availability and will be assessed a \$100 late registration fee.

Registration for single event days or partial events are not allowed, except as shown in the online registration system.

### **Guest Registration**

Guest registrations are allowed as shown in the online registration system. Guest registration is not intended for business associates or affiliates and AGRiP may refuse guest registration to someone who would typically be eligible to register as an attendee. Guests may not attend any educational sessions or conference areas dedicated to networking.

### **Member Pricing**

AGRiP member pricing is only available to members in good standing at the time the registration is made and at the time of the event. If an individual or organization has allowed AGRiP membership to lapse, they will be required to pay the non-member rate, unless renewal of the lapsed membership is made at the time of registration.

### **Payment**

Payment for all registrants must be paid before the event.

Onsite registrants will be emailed an invoice with payment due upon receipt. Payments will not be accepted on-site.

Payments can be remitted by check, ACH or credit card. ACH and credit card payments can be made online:

- Visit [AGRiP's website](#) and login with your username and password
- Select “My Information” located under your name at the top right
- Select “My Transactions” from the left margin
- Select “Payment Method”
- Follow instructions for preferred payment

**Note for ACH payments:** Contact your bank in advance of processing an ACH transaction for the first time to confirm any security settings on the accounts. You can give the bank AGRiP's originator ID numbers which lets them know that the payment is going to AGRiP.

AGRiP's originator IDs:

- Debits: 1911718107
- Credits: 3911718107

If you have any questions about this process, [contact us](#).

### **Cancellation**

Registration cancellations can be made to [billing@agrip.org](mailto:billing@agrip.org). Cancellations made on or prior to the posted cutoff date will be assessed a \$50 administrative fee. Cancellations received after the cutoff date but at least 14 days in advance of the conference start date will be refunded 50 percent of the registration fee.

Because AGRiP pays venue and related event expenses based upon projected attendance as of the cutoff date, refunds **will not** be given for cancellations received within 14 days of the event start. Refunds **will not** be given for no-shows. These policies apply regardless of the reason for cancellation.

### **Substitution**

Substitution of a registrant from the same organization is permitted. The individual submitting the substitution request is responsible for all financial obligations (any balance due) associated with that substitution. Submit substitution requests to [billing@agrip.org](mailto:billing@agrip.org).

### **Event Transfer**

Each AGRiP event is uniquely planned, accounted for, and contracted. Registration for an AGRiP conference event may not be transferred to apply to a future event. If you need to cancel a registration after the posted date and cannot substitute another attendee from your organization, you **will not** receive a refund (unless partial refund policies apply) and your registration fee **may not** be applied to a future event.

### **Consent to Use of Photographic Images**

Registration and attendance at AGRiP events constitutes an agreement by the registrant to AGRiP's 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.