



## Terms and Conditions

### CHECK PAYMENT

Print a copy of your registration confirmation letter to send in with payment. Check payable to Accounting & Financial Women's Alliance. Mailing address to AFWA, Attention: AFWA National Conference Registration. Checks must be received within 30 days of your registration date and before October 15, or your registration will be cancelled, and you will have to register again at the going rate. You will receive an additional payment confirmation when check is received. If the check is returned or if we cannot process it, your registration will be cancelled. Please allow 5-7 business days for the processing of your conference payment. It is important to include your registration confirmation letter with your check to ensure your funds are properly allocated.

### MAIL PAYMENTS TO:

Accounting & Financial Women's Alliance  
National Conference Registration, 2365 Harrodsburg Road, Suite A325, Lexington, KY 40504  
Include confirmation letter(s) with check. Check should be made out to Accounting & Financial Women's Alliance.

### CREDIT CARD PAYMENTS

Credit card payments are due at the time of registration. Anyone not paying at that time may be required to re-register.

### NON-PAYMENT CLAUSE

When you submit your registration to us, your registration becomes binding, and the registration fees are due and payable. If you cancel your registration or do not attend the conference, the registration fees remain due and payable and are nonrefundable (subject to any discounts allowed under our cancellation policy). Early-bird discounts apply only when registration fees are received and are not based on the date you registered. If you register early but pay after the early-bird deadline the full registration fees apply. We reserve the right to reject any registration not in compliance with our eligibility requirements or other rules or procedures. We will refund registration fees under our cancellation policy for any rejected registrations based on the date of rejection. If you register as a member and do not renew prior to the conference, you will be subjected to the higher rate.

### CANCELLATIONS

Notification of cancellation must be submitted in writing to [afwanational@afwa.org](mailto:afwanational@afwa.org). Cancellations submitted prior to August 15 will be subject to a \$100 cancellation fee. Cancellations submitted from August 16 to October 1, will be subject to a \$300 cancellation fee. No refunds will be allowed after October 1. Only substitutions are allowed per the terms below. All refund or substitution requests must be submitted to AFWA Headquarters via email ([afwanational@afwa.org](mailto:afwanational@afwa.org)). Registrants who fail to attend the Annual Conference are responsible for full payment.

### SUBSTITUTIONS

Substitutions for paid registrants can be made by October 1, in writing to AFWA via email to [afwanational@afwa.org](mailto:afwanational@afwa.org). Changes can also be made onsite by presenting a letter on company letterhead detailing the substitution. Substitutions made from an individual AFWA member to a non-AFWA member will render the member discount void. No penalty will be applied for substitutions.

### INFORMATION SHARED WITH EXHIBITORS

Exhibitors are provided with mailing addresses of conference registrants once before and once after the conference as part of their package. This list contains mailing information and your key application product line only – no phone numbers, fax numbers or email addresses. This allows exhibitors to mail materials publicizing their booth as well as their products, services and other offers that will take place by their company both before and after the conference. We also allow a few exhibitors to do a blind email through AFWA to attendee's pre-conference, but you can opt out of that during registration. We do not share your email then either.

Many exhibitors collect contact information in their virtual booth. If you offer your contact information to the exhibitor, AFWA views this as voluntarily providing information to the vendor and many vendors will offer a prize or other incentive in exchange for your information. This is how vendors build their marketing lists. If you receive vendor materials via email, please be assured this information did not come from AFWA unless you have checked that it could.

### PHOTOGRAPHY & VIDEO NOTICE

By virtue of your attendance at the virtual conference, you irrevocably consent to and authorize the use of your image on video or in photographs by AFWA. This includes any reproduction of the image(s) in any media whatsoever, in connection with AFWA promotion of the program, materials and services. Also, please note that education sessions may not be videoed, or audio taped by an attendee.

### NOTICE ON SPEAKERS

Opinions expressed by speakers at the conference are their own opinions and do not necessarily represent the views or opinions of AFWA. AFWA does not provide technical, software, legal, accounting, tax or other professional services or advice, nor do they endorse or guarantee the accuracy of any opinions or information expressed or provided by speakers at the conference.