

F-03 Event Registration Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Finance	December 2015	Apr/18Mar/19	March 2019

1. POLICY STATEMENT

This document outlines the registration process for vendors and members related to both registration and cancellation of registration for MARRT events.

To ensure that the forum registration process is carried out in a timely manner, and to set the criteria for cancellation of registrations.

2. DEFINITIONS

None

3. POLICY

Vendor Registrations:

- Vendor registration for the annual MARRT Education Forum will open a minimum of 90 days prior to the event.
- Vendors will be notified by email using the vendor list compiled by the Forum Committee
- Registration must be done on-line through the MARRT member management system
- Payment must be received a minimum of 15 days prior to the event

Member Registrations:

- Member registration for the annual MARRT Education Forum will open a minimum of 45 days prior to the event.
- Members will be notified by email that forum registration has opened
- Registration must be done on-line through the MARRT member management system
- Online payment using a credit card is the only accepted method of payment

- Requests for cancellation will not be considered and refunds will not be provided.

4. REFERENCES

None