



FBINAA National Annual Training Conference

Conference Policies, Terms & Conditions

Registration Submission and Acceptance

Due to the circumstances surrounding the COVID-19 pandemic registration submissions and payment for the conference are considered provisional and subject to modification or cancellation. The FBINAA will communicate and confirm directly with registrants about changes that might affect the cost, duration, activities, and events. The FBINAA reserves the right to cancel registration submissions at its discretion.

Registration Payment and Cut-off

Registration and payment for all attendees must be submitted by Wednesday, July 14, 2023.

Registration payment can be submitted by credit card at the time of submission. Additional options include purchase orders and check. Payment will be applied to registration submissions by purchase or check once the funds have been received and deposited by the FBINAA. Once registration is marked paid, registrants will be given access to the Attendee Service Center (ASC) to add guests, add optional events, and gain access to various other features of the ASC.

No badges will be distributed onsite for unpaid registration submissions.

Email conference@fbinaa.org for questions or comments.

Registration Substitution Policy

Replacement of a registered attendee by a business colleague/coworker will be accepted. A \$50 processing fee will apply to all substitutions if notified in writing via email to conference@fbinaa.org by July 14, 2023. Starting July 15, 2023, and onsite, a \$100 processing fee will apply. A substitute registration form must be submitted for the replacement attendee. If the substitute's membership category is different from the original registrant's, the registration fee difference will be charged in addition to processing fees.

Registration Cancellation Policy

All cancellation requests must be submitted in writing to conference@fbinaa.org. Cancellation must be submitted by July 14, 2023, to be eligible for a refund. See the table below for available refunds. After July 14, 2023 refunds are no longer available. **No refunds will be granted for no-shows.**

If the entire Conference is canceled due to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the control of the Association, attendees, venue, and sponsors, a full refund, less a \$25 fee reserved to process and distribute refunds, will be sent to attendees once it is appropriate to do so. In the event of cancellation, the Association will not refund airfare, ground transportation, or any other arrangements or reservations made in support of participation in the Conference.

Badge Type	Cancellation Fee*	
Basic Training Badge	\$	50.00
Conference Badge	\$	100.00
Family Badge	\$	10.00

*Must be submitted by July 14, 2023

Hotel Booking Policy

Conference registration is required before delegates may reserve hotel rooms. The room reservation link is in the registration confirmation email.

Two hotel rooms maximum can be reserved per registered member or nonmember. If more than two rooms are required email us at conference@fbinaa.org for instructions.

Hotel room reservations within the conference block will be reviewed regularly and compared to registration lists. Room reservations that do not have an accompanying conference registration or do not comply with the above guidelines are subject to cancellation.

Attendees are solely responsible for hotel reservations and are subject to the hotel cancellation policy. Contact information for hotels that are part of the conference block can be found [here](#).