



## Attendee Terms and Conditions

**REGISTRATION:** Registration for Texas EMS Conference incurs an obligation on your part to complete the registration process including paying registration fees. Registrations may be paid immediately by credit card, within ten (10) days by check, or within thirty (30) days by purchase order. An invoice will be sent by email to the registrant with a request for payment when fees are paid by check or purchase order. Registrations submitted with payment by check require payment within ten (10) days of submission. Registrations submitted with payment by purchase order require payment within thirty (30) days of submission.

**Registration fees not paid by the above deadlines will result in the registration being removed from the registration roster.** All registrations must be paid in full upon commencement of conference proceedings. **If you fail to cancel prior to the cancellation deadline, registration fees are NOT refundable.** If you register for Texas EMS Conference, but do not attend, and do not cancel prior to the cancellation deadline, you are still liable for the registration fees.

**PAYMENT PROCESSING:** By submitting the Attendee Registration form you agree to the credit card charges submitted for payment of the registration fees for Texas EMS Conference 2020 - Virtual. Charges for credit card registrations will be made by Sladek Conference Services, Inc. dba/Texas EMS Conference.

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

If the registration is made by check or purchase order, you agree to be responsible for the charges whether or not you attend the conference.

**ATTENDEE REFUNDS:** No refunds will be given after October 20, 2020. Refund requests made before October 20, 2020, are subject to a 20% administrative fee. Requests must be made by email to [registration@texasemsconference.com](mailto:registration@texasemsconference.com).

**\*SPECIAL NOTE:** If requested, full refunds will be given to attendees registered prior to August 13, 2020. The deadline to request a full refund is September 15, 2020. If you have not requested a refund by September 15, 2020, any attendee refund will be subject to a 20% administrative fee. Please note that refunds will be processed as soon as possible, but may take up to 30 days.

**TRANSFER OF REGISTRATION:** You may transfer your registration to another person without penalty provided you inform the Texas EMS Conference by email. Transfer requests must be made by November 18, 2020.

Please email registration transfer requests to [registration@texasemsconference.com](mailto:registration@texasemsconference.com).

**EXHIBIT HALL PASSES:** No refunds allowed. You may transfer your registration to another person provided you inform Texas EMS Conference by email by November 18, 2020. Send requests to [registration@texasemsconference.com](mailto:registration@texasemsconference.com). Passes are not transferable after November 18, 2020.