

ASRM 2017 Scientific Congress & Expo GROUP REGISTRATION POLICIES:

5 individual registrants are required to be considered as an official ASRM group.

Each hotel reservation secured through the ASRM Registration and Housing Center, will receive **\$50** off the ASRM Scientific Congress & Expo Registration fee. The discount does not apply to the Pre-congress Course Registration. **Registration records created before securing a hotel reservation are not eligible for this discount.**

Group registration records are entered through the online group registration site. Group leaders have immediate access to manage the group registration records once the leader/contact record has been created. Group login and Passwords will only be given to the Group leader we have on file.

Group leaders/contacts must enter the group registrants personal email address into the CME email field to allow the group registrant access to the CME certificate post Meeting.

Group leaders sending import spreadsheets (see instruction page) for the early registration fees deadline - Midnight, Eastern Time, **September 1, 2017**. Allow 5-7 business days until registrants will appear in the group registration web site. A group must have 25 participants to submit the spreadsheet to be imported.

On-line substitutions, event changes, registration category changes can be made online. When adding additional registrants to the group the current registration fees will apply at the time the record is added. Name changes before **September 1, 2017** will not be charged a fee. Any name changes submitted after **September 1, 2017** will be charged a \$35 processing fee per substitution. Leaders may cancel a registrant without penalty up until the posted cancellation deadline to allow for a name change or to update the registration category i.e. non member; non doctoral to non member doctoral, current price schedule will apply when making these changes on-line. Name changes online can be made to nonmember records only. Name changes to member records can be submitted to the registration center.

ASRM Cancellation Policy

There are **no refunds for cancellation on or after September 1, 2017.**

*Cancellation Policy: *If you have a serious reason for being unable to attend, you are welcome to petition for an exception to this policy. To do so, please email us to explain your situation, and include any documentation to support your case (documentation is optional but recommended). These petitions must be submitted by November 15, 2017 by 5:00 p.m. Pacific Time, 15 days post meeting, to be considered, and the decision regarding your petition may take up to one month after the event.

There are no refunds for the Run for Reproductive Medicine. There will be a **\$150 fee** for cancellations received on or before **September 1, 2017**. Cancellations must be received in writing to

asmregistration@spargoinc.com.

Cancelling your registration will not automatically cancel your housing reservation. To cancel your hotel room(s), please contact asrmhousing@spargoinc.com. ASRM will not reimburse cancellation or no show fees charged by the hotel.

*All cancellations and refunds will be processed in the same manner as original payment: if paid by credit card the refund will be issued to the card on record, generally within 5-7 business days of the request. Payments made by check will be refunded as a check within 45 days of the close of the congress