

ASRM 2020 Group Registration Policies:

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

A unique email address **must** be provided for each group registrant to access the ASRM virtual scientific congress and receive CME credits. Without a unique email the attendee **will not** be able to attend the ASRM 2020 Virtual Congress.

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 provide the group registrants personal **email address**, otherwise the group registrant will not be able to access to the ASRM Virtual Congress and the CME certificate post Meeting.

Group leaders sending import spreadsheets (see instruction page) should 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. **Spreadsheet submission deadline: September 21, 2020.**

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. Leaders may cancel a registrant 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 at asrmregistration@spargoinc.com.

ASRM Cancellation Policy

All ASRM 2020 Virtual Scientific Congress & Expo materials and sessions will be available on-demand to registrants through December 31, 2020. Registration fees are not refundable.

Virtual Meeting Access

The website for the Virtual Congress will require registrants to log in with the email address used for the registration and the confirmation number.