



Saskatchewan Environmental Industry and Managers' Association

## **SEiMA REGISTRATION POLICY**

Registrations to SEiMA events are subject to the following terms and conditions:

- When registration withdrawal notice is given ten or more business days prior to the event start date, the registrant will receive a refund of the full fee paid, less a 20% administration charge.
- When notice is given four to nine business days prior to the event start date, the registrant will receive a refund of 75%, less a 20% administration charge.
- When notice is given three or fewer business days prior to the event start date, the registrant will receive a refund of 25%, less a 20% administration charge.
- In each of the above, in lieu of a refund, the registrant may opt to have the full fee applied to a future SEiMA event registration.
- No refund or credit will be given for no-shows.

SEiMA reserves the right to cancel an event 3 – 5 days before the event, in which case registrants will receive a full refund or be given the opportunity to transfer their registration fee to a future SEiMA event. Under no circumstances will SEiMA be held liable for any cancellation fees incurred by the registrant(s) for travel, accommodation or other expenses.

SEiMA reserves the right to make program/speaker changes without notification to the registrants and without incurring any refund obligation to registrants. Every effort will be made to ensure registrants are made aware of any such changes prior to the event.

### **Transfer of registration:**

All fully paid registrations are transferable to other persons from the same organization. Transfers must be requested by the registered person in writing/by email to [info@seima.sk.ca](mailto:info@seima.sk.ca). Details must include the full name of the replacement registrant, their title, contact phone number and email address.

Registration fees do not include insurance of any kind. Registration fees accepted in Canadian dollars only.

**Registration for a SEiMA event signifies acceptance of our registration policies.**