



Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

## 46th Biennial Convention, Bellevue, Washington, July 22-25, 2020 Registration Policies

### Registration/Fees

- In January 2020, each club will be invoiced US\$550.00 for the convention fee. This fee is due by Friday, March 15, 2020, and is mandatory for all clubs. There will be a 10% late fee assessed to Clubs for convention fee paid after the March 15, 2020 deadline.
- Payment of the convention fee covers the registration fee for the club's voting delegate. The delegate must register on-line or return a completed registration form via mail or fax. The delegate can purchase meal tickets at an additional charge. In order for a club delegate to confirm her registration and receive proper credentials, she should register by Friday, May 15, 2020.
- On-line registration is available at <<http://www.soroptimist.org/members/meetings/meetings.html>>. Please visit this webpage for additional details and helpful information in planning your trip to Bellevue.
- An early discounted registration rate is available for registrations submitted by 11:59 p.m. Eastern Time or postmarked by Wednesday, January 15, 2020. After January 15<sup>th</sup>, the registration fee increases through Friday, May 15, 2020. After May 15<sup>th</sup> through Monday, June 22, 2020, the late registration fee is due. After the regular registration deadline date, May 15<sup>th</sup>, registrations are processed on a "first come, first serve" basis (some meals may sell out). See the registration rates below:

	<u>On/Before January 15, 2020</u>	<u>On/Before May 15, 2020</u>	<u>After May 15, 2020/On-site</u>
Club Delegate	\$0	\$0	\$0
Member Full Registration	\$550	\$625	\$675
Non-member guests	\$350	\$375	\$375
Daily Registration (1 or 2 days only)	\$325 <i>per day</i>	\$325 <i>per day</i>	\$375 <i>per day</i>

- Registrations received after Monday, June 22, 2020, will be processed on-site. Please register early!

- Payment must be drawn in U.S. dollars by check/money order, credit card, or bank wire transfer. Registration is not complete and will not be processed until payment is received by SIA Headquarters. Make checks payable to Soroptimist International of the Americas.
- Any changes should be submitted in writing by separate correspondence via e-mail, fax or mail. Do not use another registration form.
- Special meal requirements or needs for physical disabilities should be submitted by Friday, May 22 when registering on-line or via registration form in order to ensure accommodations.
- In order to avoid duplicate charges, **DO NOT FAX AND MAIL THE REGISTRATION FORM**. Attendees registering on-line do not need to mail or fax a registration form.
- Confirmations and other important convention correspondence will be sent to the e-mail provided or on file. If you do not have an email on file, confirmations will be mailed within two weeks. Please provide SIA Headquarters with your e-mail if you have not already done so. All tickets and badges will be distributed on-site at registration.

### Refunds

- Refunds (including meal refunds) must be requested in writing to SIA Headquarters **prior** to Monday, June 22, 2020.
- No refunds will be made during the convention.
- A \$75 processing fee will be charged for canceled registrations.
- Refund requests (including meal refunds) received after Monday, June 22, 2020, will be considered on an individual basis after the close of the convention and until Wednesday, August 26, 2020. No refunds will be issued after August 26, 2020.

### Visa Letters

- Visa invitation letters will be sent upon request with confirmation of paid registration in the registered member's name only. There will be an additional \$75 processing fee charged for cancelled registrations that require visa invitation letter preparation.

### Guests

- Guests must pay the guest registration fee in order to attend general sessions or workshops. To bring a guest (such as a spouse, partner or other family member) to a meal, an additional meal ticket must be purchased.

### Hotel Accommodations

- Book your room at the convention hotel, the Hyatt Regency Bellevue via the (Hyatt Bellevue Hotel link) or when you register for convention via the hotel link included in the convention registration confirmation information. Must book through the SIA hotel reservation link to receive the SIA Convention discounted room rate.

For assistance with registration, contact SIA Headquarters between 9:00 a.m. – 5:00 p.m. EST.

Mailing Address: 1709 Spruce Street, Philadelphia, PA 19103

Phone: 215-893-9000

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Thank you.