

FABI CONFERENCE POLICIES

Please read these carefully. Submission of your conference registration form acknowledges your understanding and acceptance of all of these provisions and terms.

HOTEL RESERVATION DEADLINE

FABI negotiates a special rate with our conference hotels. The cost of the hotel room is not included in your conference registration fees. You are responsible for making your own hotel arrangements. The deadline to make your hotel reservation at the special rate is clearly posted in all conference marketing materials. It is recommended that you make your hotel reservation as soon as you know you will be attending the conference in order to not miss the deadline. If you miss the reservation deadline, the hotel may offer a similar room at a higher rate. If that rate is not acceptable for you, please consider staying at a neighboring hotel.

PRE-REGISTERING AND PRE-PAYING

It is kindly requested that you pre-register and pre-pay using the conference page on the FABI website or by submitting your registration form by email, fax, or mail. This makes check in at the conference run more smoothly. We do not take payments over the phone. Although we will allow you to pre-register and then make payment at the conference, please note that you will be invoiced for the full registration price if you do not cancel by the deadline and do not show for the conference.

REGISTRATION CANCELLATION DEADLINE

All cancellations must be submitted in writing to info@fabi.org by the cancellation deadline indicated for each conference. After this time, absolutely no refunds will be granted for any reason. Once we give our guarantee to the hotel, we are required to pay for your attendance whether you are there or not. For this reason, we will try to accommodate late cancellations by taking out the food costs associated with the hotel and moving the remainder to another conference in the same year.

GUEST/SPOUSE FOOD POLICY

Spouses and guests are not permitted to have ANY food and/or beverages provided to conference attendees unless they have registered for the conference. Also, no food is to leave the conference area. You will be invoiced automatically for the spouse rate if either of these occur.

SIGNING IN FOR CONTINUING EDUCATION CREDITS

It is your responsibility to sign in for your state license credits. If you do not sign in on each required form, you will not receive credit for that day/course. If you do not arrive and sign in within 10 minutes of the course starting time, you will not get credit for that class.

CODE OF CONDUCT

FABI asks that all conference participants act respectful of others at all times. We ask that you turn cell phones to off or vibrate and refrain from speaking to those sitting near you while the presenter is talking. FABI does not tolerate harassment in any form and reserves the right to expel participants who cause unnecessary disruptions during any part of the conference without refund of fees paid.

VIDEOS AND PHOTOGRAPHY

Any photo or videography taken at the conference may be used in future FABI materials, on the FABI website and/or on FABI social media. We appreciate your consent to use these photos for the purpose of sharing and promoting the conferences and to allow exhibitors to do the same.