



2024 Conference & Expo Terms & Conditions

These are the Terms & Conditions that apply to AHMA-PSW members that attend events produced and presented by AHMA-PSW.

Payments: All registrations made prior to the conference must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of registration, registration will be provisional. **Registrations received less than (2) two weeks before the conference date can only be paid by credit card.**

Early Bird Rate: In order to qualify for any “early bird” rates or discounts, registration and **payment must be received before the deadline date listed** in the conference marketing material.

Cancellation Policy: Our cancellation policy allows for a refund, with less than a 20% administrative charge, on the condition that a written cancellation must be completed 2 weeks (14 days) prior to the first day of the event. No refunds will be issued after the stated period and you will be charged full registration.

Substitution Policy: Substitutions may be made up to 5 business days prior to the first day of the event. A written request for substitution must be submitted to training@ahma-psw.org or ed@ahma-psw.org. If an attendee does not cancel and fails to attend the conference, then the absence will be treated as a last-minute cancellation and no refund or credit will be issued.

Adjustment of Registration Fees: After an attendee’s registration is completed, AHMA-PSW reserves the right to review the information provided by the attendee and adjust the registration ticket type and fee if it is found that the provided information has been misrepresented, false, or incorrect. Any adjustment to fees will be charged directly to the payment method on file.

Admittance: In its sole discretion and without refund, AHMA-PSW reserves the right to refuse admittance to or expel from the conference anyone that it determines is behaving in a manner that could be disruptive to the conference or any other attendee.