



## LMA-MN Registration Policy

In an effort to ensure that LMA-MN is able to provide program attendees with an adequate number of meals and comfortable seating arrangements, we ask that all guests register online before 9:00 a.m. on the Monday prior to the monthly program.

### Effective March 3, 2014

LMA-MN member *pre-registration* rate \$20

Non-member *pre-registration* rate \$30

LMA-MN member *walk-in* rate \$30

Non-member *walk-in* rate \$40

### Walk-In Policy:

Online meeting registration closes at 9:00 a.m. on the Monday before our monthly meeting. After this time, attendees must pay the "walk-in" rate (above) at the door on the day of the event. Please also be aware that walk-in guests may not receive a pre-printed nametag.

We recommend that guests save time and money by registering online (which offers a pay-at-the-door option, if you prefer not to use a credit card, and does not carry a walk-in fee, as long as you register *before 9:00 a.m. on the Monday before the meeting*).

### Canceling Registration:

Should you need to cancel your registration prior to the event, please notify the LMA-MN Program Chair by email at [lmamnchapter@gmail.com](mailto:lmamnchapter@gmail.com). If your written cancellation is received *before 9 a.m. on the Monday before the meeting*, you will receive a full refund.

### Payment Methods:

**Online Payment:** Online registration is available to members and non-members, and it offers the convenience of registering in advance of the meeting and avoiding a walk-in fee. Two payment options are available—payment by credit card (MasterCard, Visa and AMEX accepted) and "pay-at-the-door" (cash or check only).

**Pay-at-the-door:** Attendees are welcome to pay at the door on the day of the event but, to avoid the \$10 walk-in fee, LMA-MN strongly encourages advance online registration, selecting the "pay-at-the-door" option. Registrants who elect to pay at the door, may pay with cash or check only.