



CONFERENCE AND CANCELLATION POLICIES

A. Registration Process and Payment Methods

1. In order to attend the National HBCU/MI Conference, you must register online at www.hbcumiconference.com.
2. There is no conference registration fee; however, the following guidelines apply:
 - a. Registration will be limited to 350 total participants,
 - b. Registration will be on a first-come, first-served basis,
 - c. Limit two (2) representatives from each college or university, and
 - d. Any cancellations or transfers must comply with the policy outlined in Section B.
3. Attendees are responsible for making their own lodging and transportation arrangements.
4. The Conference Team cannot be held responsible for spam filters blocking your confirmation email. Please be sure your spam filters will allow mail from www.hbcumiconference.com.

B. Cancellation and Transfer Policy

1. If you register but later find that you are unable to attend, you **MUST** notify the Conference Team in writing (via fax or email) **no later than January 16, 2009**. If you have any questions, please call the Conference Hotline at (703) 695-3220.
2. Registration transfers will be accepted; however, the individual who is registered must give written authorization to transfer his/her registration, and must provide all contact information for the new attendee.
3. Every reasonable effort will be made to accommodate attendees.

D. Conference Program

1. The Conference Program is subject to change.

E. Conference Participation

1. Attendance and participation at the Conference is limited to those attendees that have registered for the conference and have received an email confirmation.

F. Personal Information

1. Please note that participant contact details will be kept on the Conference Team database, which will only be used by the Conference Team.
2. Unless the Conference Team has received an explicit request from a registrant disallowing the sharing of his/her contact information (through the online Registration Form), a list of all attendees, their affiliations/institutions and e-mail addresses will be included in the post-conference website.
3. The e-mail addresses will also be used to circulate announcements of future Department of the Army Office of Small Business Programs events.
4. If you would like your record to be deleted from the post-conference website after the conference, please notify the Conference Team via email (info@hbcumiconference.com).

G. Personal Property

1. All agencies associated with coordinating the Conference accept no responsibility for loss or damage to personal property.