

Meeting: Attendee Cancellation Notice

**RIMS UPSTATE NEW YORK CHAPTER**

Meeting: Attendee Cancellation Notice

Meeting registrants who do not cancel their registration by contacting our Chapter Secretary on or before the Friday prior to a meeting1 will be charged the non-member fee2.

Meeting registrants cancelling their registration by contacting our Chapter Secretary on or before the Friday prior to a meeting1 will not be charged for not attending the meeting.

The Chapter Secretary will issue an invoice within 72 hours of the meeting date to registrants who did not attend the meeting1 and did not cancel within the stated time above.

Invoice subject to:

* Upon registration should the registrant notify the Chapter Secretary that he/she will not be staying for lunch the registrant will not be invoiced for not attending the meeting.

**Please note:** Your registration also includes lunch. If you do not plan on staying for lunch, please contract our Chapter’s Secretary and let us know. The chapter is charged for a lunch plate, per registrant, unless we notify the meeting location in advance.

1Meetings are held on Tuesdays in January, March, May, September and November

2Non-member fees are subject to change based on the meeting location