



## Association for Consulting Expertise

*Success through collaboration*

### **Event Registration & Cancellation Policy**

1. All registered member no-shows are responsible for the full registration fee.
2. All members who do not pay in advance of the event will be required to pay the 'guest' amount at the door.
3. If you need to cancel a reservation for any reason, please email [info@consultexpertise.com](mailto:info@consultexpertise.com) at least four (4) business days prior to the event. No cash refunds will be made for canceled monthly meeting registrations; instead, you will receive a credit good for one meeting within the year. However, due to expenses incurred on your behalf, reservations will not be canceled or credited during the three (3) days prior to the event. Thank you for understanding.
4. Special events may have their own cancellation policy.
5. ACE reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable. For weather-related circumstances, the ACE event is canceled if the Portland school system is canceled. Refunds or credits towards the same event may be given.

### **Pre-Registration Policy**

1. Pre-registration applies to ACE's regular monthly meetings only.
2. If you pre-register for the 12 month (or 6 month) options, the registration is for the current meeting plus the next 11 (or 5) consecutive meetings.
3. If you are going to miss a meeting and notify us ([info@consultexpertise.com](mailto:info@consultexpertise.com)) at least four (4) business days prior to the meeting, your registration period will be extended by a month.
4. The pre-registration is not transferable.
5. If your membership is not renewed and there are 4 or more months left on your pre-registration, you may request a refund.
6. If ACE cancels a meeting, one month will be added to your registration period