



## REGISTRATION & PAYMENT POLICY

MABA offers online registration for all events through our website. Beginning on September 1, 2022, all registration and payment for events must be completed online via the website no later than two weeks prior to the event (see website for dates). Online registration will close 14 days prior to the event; see below regarding on-site registration should the meeting space not be at capacity, or if your organization requires an alternative payment arrangement.

### ON-SITE REGISTRATION

Registration may occur in person or via the website on the day of the event if space permits. On-site registration and check-in times will be posted online in the MABA conference program. If registering on-site, payment cannot be transferred to another entity/invoice (i.e., the individual must pay for themselves at the time of registration rather than transfer to their employer). Online, cash, and check payments will be accepted at on-site registration. Payment after the event will not be permitted. Please note: planning for conference materials is considered prior to the event, and on-site registrants will receive promotional materials only if available.

### REQUEST FOR ALTERNATIVE PAYMENT OPTION

Certain organizations may require the use of physical payments (e.g., check, money order). All alternative payment requests must be emailed to [info@marylandaba.org](mailto:info@marylandaba.org) (see website for form). Requests will be considered by the Co-Directors until one month prior to a MABA event. If approved, an invoice will be sent to the responsible party within 10 days of MABA receiving registration information, with payment expected no more than 2 weeks after the receipt of the invoice. All invoices are final and no changes to names or amounts will be made. To allow sufficient time to resolve payment prior to a MABA event, MABA is unable to offer alternative payment options within 1 month of a MABA event.

### FAILURE TO MAKE PAYMENT

If payment is not rendered within 14 days of the MABA event (see website for dates), you will be notified by the MABA Co-directors that your payment is outstanding. If payment is not received within 48 hours (i.e., 2 days prior to the event), a late fee of \$25.00 per attendee will be added to your balance. If full payment is not received prior to the event, your account with MABA will be placed on hold and you will no longer be considered in good standing. MABA members or sponsors with

outstanding balances will not be eligible to attend or participate in MABA events or receive continuing education credits until payment is resolved. As an ACE provider, MABA is required to provide CEU certificates within 45 days of the event; as such, no continuing education credits (i.e., BACB, APA) will be provided if payment resolution occurs after this pre-determined continuing education deadline.

## REFUND POLICY

If you register for an event and cannot attend, you will be eligible for a 100% refund of fees up to 2 months before the event. Within 2 months of the event, up to 50% of fees may be refunded. Cancellations within 1 month of the event will not be refunded. Specific dates for the refund policy will be posted and updated annually on the MABA website prior to registration.