



GEORGIA COUNCIL OF COURT ADMINISTRATORS

CONFERENCE REGISTRATION POLICIES

Before registering for GCCA's Conference, it is important to understand our registration cancellation policy, which is detailed below. Upon registering for the conference, you will be considered to have accepted our terms and conditions as outlined below.

Terms & Conditions for 2019 GCCA Fall Conference
September 23 – 25, 2019

CANCELLATIONS & REFUNDS

Cancellations will only be considered when received in writing. You may receive a refund for your conference registration (less a \$75 processing fee) for written cancellations received by GCCA **thirty (30) business days** before the start of the conference. Written notices of cancellation received **twenty (20) business days** before the start of the conference, will be assessed a \$150 processing fee. **Cancellations received within twenty (20) business days before the start of the conference, will not be refunded.**

Refunds may be granted if an attendee is unable to attend the conference due to a family death, illness, or other emergency circumstance. In such an instance, GCCA must be contacted by letter or e-mail. If initial notification is by phone, it must be followed up in writing within 48 hours. Refunds will still be subject to the 15% processing fee.

REPLACEMENT/TRANSFER:

If you are unable to attend for any reason, you may be permitted to transfer your registration to another GCCA member within your court/agency without penalty. Submit your confirmation letter with a cover letter stating your request along with a completed registration form from the person replacing you

All requests for cancellations, refunds, and transfers should be mailed or emailed to:

Georgia Council of Court Administrators
244 Washington Street, SW
Suite 300
Atlanta, GA 30334
president@gccaonline.org AND treasurer@gccaonline.org

Telephone requests will not be honored.

Registrants who do not show up for the conference and do not provide GCCA with written notice as outlined above will automatically forfeit all registration fees paid unless your inability to contact us was due to a verifiable emergency that occurred within (1) one week prior to the start of the conference. Regretfully, no considerations can be made after this date.

DESTINATION ACTIVITIES AND GUEST FEES

Fees paid for Destination Events and Guests are non-refundable. If you are not able to attend and want to transfer your payment to someone else, please contact GCCA for assistance

Important Deadlines

- Member Early Bird Rate deadline: 08/16/2019
- Member Early Bird Rate payment deadline: 08/26/2019
(If payment is not received by this date, the regular member rate will apply.)
- Member Rate begins: 08/17/2019
- Member Rate payment deadline: 09/13/2019
- Written cancellations to incur \$75 processing fee through: 08/19/2019
(thirty (30) business days before the start of the conference)
- Written cancellations to incur \$150 processing fee: 08/26/2019
(twenty (20) business days before the start of the conference)
- Cancellations for verifiable emergencies: 08/27/2019 – 09/23/2019

OTHER TERMS/CONDITIONS

Membership discounts ONLY apply to those that are members at the time of registration. Refunds for the difference will not be applied if your membership is purchased or upgraded AFTER registration has occurred.

Georgia Council of Court Administrators data privacy statement:

- By registering for a GCCA conference, you agree to allow GCCA to use your personal information in registration and notification of activities related to the User Group and the Conference.
- By registering, you agree to receive email and/or print communications from sponsors of the Conference.

GCCA does not sell, trade or rent your personal information to others GCCA is not responsible for problems beyond our control such as weather conditions, campus conditions, prepaid parking, prepaid tours, etc. No refunds will be given in these situations. The final decision on refunds rests with the GCCA President and Treasurer.