

CONFERENCE ADMINISTRATION STANDARD OPERATING PROCEDURE

I. PROCEDURE

A. Cancellations:

Cancellation by Participant: Registration fee for the conference includes the educational program and any food event listed in the brochure.

For activities that charge fees: Refunds will be granted up to 1 week prior to the conference, minus a \$20 administrative fee. After that date no refunds will be granted. No refunds will be given for failure to attend, late arrival, unattended events or early departure. Registration fees cannot be credited to any future programs.

1. Cancellation by Network: In the event that a conference, seminar, workshop or other educational activity is abbreviated or cancelled because of circumstances beyond Lehigh Valley Health Network's control, including, but not limited to, civil disturbance, earthquake, electrical outage, explosion, fire, freight embargo, strike or labor unrest, flood, hurricane, tornado or other acts of God, an act of war, terrorism, or the act of any government (de facto or de jure), or any government agency or official, Lehigh Valley Health Network reserves the right at their sole discretion, to unilaterally terminate the educational activity. In these circumstances, the registrant expressly agrees to waive any claim that he, she or it may have against the Hospital for damages or compensation, including, but not limited to, fees for registration, housing, airfare, and/or other incidental charges. If a program is cancelled or postponed, Lehigh Valley Health Network will contact participants with any changes to the scheduled date.

B. Disability & Special Accommodations:

1. Lehigh Valley Health Network fully complies with the legal requirements of the ADA and the rules and regulations thereof. Participants are informed to notify the Hospital with any special needs.

C. Waived Registration Fees:

1. Planning Team Members listed as such on the continuing education applications may attend a conference free of charge to provide logistical and/or administrative support to the activity.
2. Non-planning team members providing logistical and/or administrative support to the activity may attend the activity free of charge at the discretion of the planning team.
3. Planning Team will provide the Division of Education Continuing Education Department with a list of waived registration fees prior to the registration deadline to ensure that they are properly noted on the Conference Spreadsheet.

III. ATTACHMENTS

None

IV. DISTRIBUTION

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CE Policy and Procedure manual

IV. APPROVAL

_____	Associate Director, Continuing Education	_____
Signature	Title	Date
_____	Chair, Continuing Education Advisory Board	_____
Signature	Title	Date

V. POLICY RESPONSIBILITY

Associate Director, Continuing Education

VI. DISCLAIMER STATEMENT

This policy and the implementation procedures are intended to provide a description of recommended courses of action to comply with statutory or regulatory requirements and/or operational standards. It is recognized that there may be specific circumstances, not contemplated by laws or regulatory requirements that make compliance inappropriate. For advice in these circumstances, consult with the Department of Risk Management/Legal Services.

VII. DATES

Origination: April 2007
Revised: August 2008
Revised: December 2010