



Soroptimist International of the Americas—Registration Policies 41st Biennial Convention, July 7-10, 2010, San Francisco, California, U.S.A.

- Each club has been invoiced US\$325.00 for the convention delegate fee. This fee is due by March 15, 2010, is mandatory for all clubs, and covers the registration fee for the club's voting delegate. Each delegate must also register on-line or return a completed registration form via mail or fax. In order for a club delegate to confirm her registration and receive proper credentials, she should register by May 7, 2010.
- On-line registration is available on the "Members" section of the website at <www.soroptimist.org> on the "Meetings/Conventions" page. Please visit the website for additional details and information helpful in planning the trip to San Francisco.
- Forms must be postmarked by May 7, 2010, to qualify for early registration rates. After that date, the registration fees increase 20 percent. After the early registration deadline, registrations are on a "first come, first serve" basis (some meals may sell out).
- Registrations received after June 4, 2010, will be processed on-site. Please register early!
- Payment must be drawn in U.S. dollars by check/money order, credit card, or bank wire transfer. Registration is not complete until payment is received by headquarters. Make checks payable to Soroptimist International of the Americas.
- Refunds (including meal refunds) must be requested in writing to SIA headquarters **prior** to June 4, 2010. No refunds will be made during the convention.
- Refund requests (including meal refunds) received after June 4, 2010, will be considered on an individual basis after the close of the convention and until August 6, 2010. No refunds will be issued after August 6, 2010.
- Visa invitation letters will be sent upon request with confirmation of paid registration in the registered member's name only. A \$25 processing fee will be charged for cancelled registrations that require visa invitation letter preparation.
- Confirmations and other convention correspondence will be sent to the address provided on the registration form.
- Guests may not attend workshops or general sessions without paying the guest registration fee. To bring a guest (such as a spouse or other family member) to a meal, an additional meal ticket must be purchased.
- Any changes should be submitted in writing by separate correspondence. Do not use another registration form.
- Special requirements or physical disabilities should be noted when registering on-line or via registration form.
- All tickets and badges will be distributed on-site at registration.
- In order to avoid duplicate charges, **DO NOT FAX AND MAIL REGISTRATION FORM**. Attendees registering on-line do not need to mail or fax a registration form.
- Confirmations will be sent on a weekly basis. Attendees not receiving a confirmation by June 4, 2010, should contact SIA headquarters.

For assistance with registration, contact siahq@soroptimist.org, or call headquarters at 215-893-9000 between 9:00 a.m. – 5:00 p.m. EST.