



CONFERENCE REGISTRATION POLICY

We are happy to talk with you on the phone about the Conference and check availability but we cannot confirm registrations without full payment of the registration fee. We ask that registrants provide an email address on the registration form so that the Center can confirm their registration and payment by e-mail. In the event that a registrant or organization does not have an e-mail address, please provide a mailing address and phone number where the Center can contact you.

This event sold out very quickly in 2019. Registrations are accepted on a first come, first served basis. A waiting list will be started once we have reached capacity, but there is no guarantee that a spot on the waiting list will result in a registration. In the event that we have not reached capacity, online registration will close on May 7, 2020. This allows us to plan appropriately. If you have questions, please call us at 603-225-1947.

CONFIRMATION AND DIRECTIONS:

If you register and pay online, the email receipt that you receive from PayPal will serve as confirmation of your registration.

If you pay by check, you will receive an e-mail from the Center notifying you that you are registered after your registration form and payment have been received.

Two to three business days prior to the event, confirmation notices, including directions, will be e-mailed to registrants who have submitted a completed registration including payment. If you do not receive a confirmation please call us at 603-225-1947 or e-mail registration@nhnonprofits.org.

CANCELLATION BY NH CENTER FOR NONPROFITS

We reserve the right to cancel any event and to substitute event presenters. Should we cancel, registrants will be notified - via the email they provided when they registered - as soon as possible and will receive a full refund.

Events scheduled to be held in the morning hours will be cancelled if public schools in the event location are closed because of bad road conditions. If you plan to travel a distance to the program, please keep in mind that if schools are cancelled in your home town, but not in the location of the event, we are unable to refund your registration fee.

All event cancellation announcements will be posted on the front page of the NH Center for Nonprofits website at www.nhnonprofits.org.

CANCELLATION BY REGISTRANT

Registrants are responsible for the full event fee unless otherwise specified. If a registrant is unable to attend an event, sending an alternate registrant is encouraged. For the 2020 Nonprofit Conference & Expo, **registrants must provide notice of cancellation by May 1st, 2020 to receive a refund**. If a registrant must cancel, the registration fee, less a \$10 handling charge, will be refunded provided the Center receives notice of the cancellation by May 1st, 2020. The Center requests cancellation notices in writing by e-mail to registration@nhnonprofits.org.

ADDITIONAL ACCOMMODATIONS

For questions about accessibility or to request accommodations please contact Kelly Wing at kwing@nhnonprofits.org or 603 225-1947 ext 119. Two weeks advance notice of need for accommodations is requested.