

## **NEW - AFIRE MEETING ATTENDANCE POLICY**

*Effective 1/1/2012*

Attendance for all AFIRE events is restricted to AFIRE members and invited guests.

### **Members**

- Institutional Members may send two delegates to attend any AFIRE meeting on a complimentary basis. A third delegate may attend for the member meeting registration fee. An Institutional Young AFIRE delegate may attend for half the member meeting registration fee.
- Associate and Supporting Members may send up to two delegates who will each pay the member meeting registration fee.
- Academic Circle Members may send up to two attendees.
- Attendance at a meeting may not be split between delegates.
- Sponsors may bring a maximum of four delegates, all of whom may attend complimentary.
- Speakers are complimentary and are not counted in the maximum number of delegates allowed to attend.

### **Guests**

- Attendance at all AFIRE functions is by invitation only. The AFIRE office or an AFIRE Member may invite prospects to an AFIRE conference or function with approval of the AFIRE office. However, invitation to an Annual Membership Meeting for an Associate or Supporting Member prospect must be sponsored by an existing Institutional Member and approved by AFIRE.
- Guests at AFIRE meetings will pay the non-member registration fee.
- A prospect may attend only one Annual Meeting and one Conference prior to joining AFIRE. If a prospect does not join AFIRE after attending two meetings, no individual from such organization may attend additional meetings.

### **Cancellation Policy**

Refunds will be given for cancellations received in writing on or before the date specified for each meeting. Substitutions may be made at any time. Please note, if you do not cancel and do not attend, you are still responsible for payment.