

EVENT POLICIES

Effective 10-26-2022

Member-led Workshops

Member-led workshops will be set up in Wild Apricot as soon as the workshop details are confirmed. Registration for workshops will be opened 60 days prior to the event.

Members may register for as many workshops as they wish to attend, keeping in mind that registration fees may or may not be refundable. Guests and Sister Guild members may also register and have special pricing.

1. Payment must be made within 30 days of registration, otherwise the registrant may be placed on the bottom of the "wait list" and the seat given to the next person who registers and pays.
2. Refunds will be given for workshop cancellations until 14 days prior to the event. After that, cancellation is not refundable unless there is a wait list, and someone agrees to fill the now vacant seat.
3. The "cancellation with refund" date will be clearly noted in each event description in Wild Apricot.
4. Refunds will be made using the same method as the original payment.
5. Refunds cannot be applied to other classes or held "on account" for future use by registrants.
6. If the workshop is cancelled **by the Guild**, full refunds will be given in the same manner as the original payment, regardless of when the cancellation occurred.

Speaker Classes

Speaker classes will be set up in Wild Apricot as soon as the presenter contract is signed, and class details are confirmed. Registration for classes will be opened 90 days prior to the event.

Members may register for as many speaker classes as they wish to attend, keeping in mind that registration fees may or may not be refundable. Guests and Sister Guild members may also register (if allowed by the presenter) with special pricing.

1. Payment must be made within 30 days of registration, otherwise the registrant will be placed on the bottom of the "wait list" and the seat given to the next person who registers and pays.
2. Speaker class presenters have a cancellation clause in their contract. Because these vary by contract, GQCCC will clearly state in the Wild Apricot event listing the date by which the registrant must cancel to receive a refund, which is generally two days before the contract cancellation date. After the event cancellation date, class fees are not refundable unless there is a wait list, and someone agrees to fill the now vacant seat.
3. The "cancellation with refund" date will be clearly noted in each event description in Wild Apricot.
4. Refunds will be made using the same method as the original payment.
5. Refunds cannot be applied to other classes or held "on account" for future use by registrant.
6. If the class or workshop is cancelled **by the Guild**, full refunds will be given in the same manner as the original payment, regardless of when the cancellation occurred.

ZOOM General Meetings

1. Members must register for Zoom General meetings in order to receive the Zoom link. General meetings are free of charge for members and no payment is required.
2. Members may sign up in advance for as many Zoom general meetings as they wish.
3. The Guild appreciates a cancellation if you know you will be unable to attend, but it is not mandatory.
4. Visitors may sign up for general meetings via the Guild website unless visitors are prohibited by the Speaker's contract. Visitors must pay a Visitor Fee and will receive access to the Zoom meeting only if payment has been received prior to the start of the meeting.

IN-PERSON General Meetings

1. Registering for in-person meetings is optional.
2. Registration is encouraged since registrants will receive reminders for the event, and the meeting will be listed in their registered events list in their Wild Apricot profile.
3. Visitors may attend in-person general meetings unless prohibited by the speaker's contract. Visitors must pay a visitor's fee, payable by check or cash at the door.

ZOOM Board Meetings

1. Members who wish to observe a Board meeting must register. Board meetings are conducted via Zoom and are free of charge. No payment is required, and the Zoom link will be sent a few days prior to the meeting.
2. Board members are not required to register but may do so in order to receive a meeting reminder.
3. The Guild appreciates a cancellation if you know you will be unable to attend, but it is not mandatory.