



Atlanta ARMA Monthly Meeting Registration Policy

Atlanta ARMA holds monthly chapter meetings every third Tuesday of the month, from September to June. Meeting invitations are sent via email from our online event management system. If you do not receive an email invite, registrations may be made via our website, <http://atlantaarma.com/>.

The monthly chapter meeting registration window closes at 11am the Friday before the meeting.

As a fiscally responsible organization, the Atlanta ARMA Chapter has a fiduciary responsibility to avoid financial losses to our chapter due to “no shows” i.e. member registrations without attendance and payment. Therefore, we are implementing the following updated member registration policy:

As of the Atlanta ARMA 2017-2018 Chapter Meeting Year, we will require payment at the time of advance registration. Advance registrations and payments are made through our online event management system. *We are no longer accepting payments at the door for online registrations.*

As of the Atlanta ARMA 2017-2018 Chapter Meeting Year, we are no longer able to take requests for late registrations. If you miss the registration window, you are welcome to attend our monthly chapter meeting as a “walk-in.” Walk-ins may pay by check, card, or cash. *All walk-in registrations are \$37 regardless of Atlanta Chapter Member status.*

Meeting costs remain whether or not the attendee participates in the provided luncheon.

Registration Costs

- Atlanta Chapter Member
 - \$27 advance registration
 - \$37 walk-in registration
- Atlanta Chapter Non-member:
 - \$37 advance registration
 - \$37 walk-in registration

Refunds

Refunds will be processed through the credit card of the original transaction. We cannot process any other kind of refund. Refunds will incur a \$3 administrative fee.

To encourage timely registrations, we will allow cancellations for the Atlanta ARMA monthly chapter meetings until Monday at 5pm before the Tuesday meeting. This will give our registrants several days after the close of the meeting registration window to cancel and receive a refund.

Returned Checks and Outstanding Balances

Returned checks will result in an additional fee dependent on bank policy, plus the account balance being paid in full before attendance to monthly meeting will be permitted. Persons with outstanding balances for any reason may not attend chapter meetings until outstanding balance is paid in full.

Retirees

Registration for retirees remains \$10 for members. Retirees should simply email atlarma@gmail.com during the monthly meeting registration window to set up their registration and payment.



Check Payments from Members

To accommodate registration and payment by check, Atlanta ARMA **chapter members** may mail checks to the Treasurer. Registration by check is **\$27** and the check must be received by the close of the monthly meeting registration window. Otherwise the member may attend as a walk-in and pay the walk-in registration of \$37.

Please contact atlarma@gmail.com for the current Treasury address.