



## **MEETING ATTENDANCE AND FINANCIAL RESPONSIBILITY POLICY**

On Aug. 1, the Board of Directors of the State Asphalt Pavement Associations, Inc. (SAPA) adopted the following policy with regard to attendance at SAPA meetings and financial responsibility:

Effective August 1, 2017 there a three-day cancelation policy for SAPA meetings to help control unnecessary expenses. Meeting attendees canceling less than three (3) days prior to the first meeting event will be charged the full cost per registered person.

### **BACKGROUND:**

SAPA meetings and events generally take place at hotels or other similar facilities, and those facilities require guarantees in advance as to number of attendees, and the cost to provide food and other services to be provided to those attendees, which SAPA is obligated to pay. Event planners utilize advance registration to communicate with the venue exactly how many people will attend so that adequate food and beverage, and other arrangements or services, will be available. SAPA is obligated to pay for all registered attendees, including those who cancel late or are "no shows." For this reason, the SAPA Board of Directors adopted the three-day cancellation policy noted above. Questions about this policy can be addressed to any SAPA officer.