



Registration Policies Terms and Conditions

Cancellation Policy:

Written cancellation notice is required and must be received by February 9, 2018. A 25% service fee will be retained on all cancellations. No refunds can be given after February 9. Cancellations received after February 9 and registrants who fail to attend the conference are liable for the full registration fees.

Substitution Policy:

Written substitution must be received by February 9, 2018 in order to be processed before UMC 2018. Substitutions needed after February 9 must be done onsite.

Please mail or fax cancellations/substitutions in writing to:

UMC 2018
c/o Experient
5202 President's Court, Ste. 310
Frederick, MD 21703

Mailed cancellations and substitutions must be received, not postmarked, by February 9, 2018 to be honored.

Fax: 1-888-772-1888 (toll free), 301-694-5124 (International residents) (No cover page please) or email Utility2018@experient-inc.com.

Payment

WEF accepts VISA, MasterCard and American Express credit card payments. Check payments are accepted until February 9, 2018. Cash payments are accepted onsite only. *Purchase Order/Wire Transfer: WEF charges a \$25 non-refundable application fee per registrant to process a purchase order or wire transfer. **(Purchase orders and Wire Transfers are not accepted onsite.)**

Payment continued

Note:

- *Registrations can not be processed without payment.*
- *Please do not mail or fax registration payments after February 9. You may register online or bring your payment onsite.*
- *A Purchase Order is **not** a form of payment for your registration. Payment must be submitted upon receipt of invoice.*

Name Badge Policy

All registrants are required to wear the official UMC badge to gain entry into the pre-conference workshops and technical sessions. Badges are nontransferable and must be worn at all times.

Lost Badges:

WEF has instituted a badge replacement cost to defray costs associated with the rising volume of badge replacements. If you lose your badge, please go to registration to obtain a replacement.

Badge Corrections:

Badge corrections can be made onsite at any the registration counter.

Camera Policy at WEF events

Cameras and Filming

Photographing, videotaping, filming, or live-streaming the events of any workshop or technical session, is strictly prohibited. Any participant violating this policy will be required to relinquish the film or digital media and will be immediately removed from the conference.

Publicity Notice and Release

During UMC 2018, the Water Environment Federation (WEF), its employees and agents, will be photographing, videotaping, and audiotaping the programs and events of the conference. By voluntarily attending and participating in UMC 2018 you grant an exclusive, royalty-free, non-revocable license to WEF to record your likeness and voice on video, audio, photographic, digital, electronic, or other mediums now or hereafter developed, including but not limited to print publications, videotapes, DVD, internet, live streaming, and podcasts, in and for all languages, for WEF's educational and promotional purposes throughout the entire world.

Release and Assumption of Risk

By registering for UMC, attendees attest that they are aware of the common dangers of travel and participating in the meeting/events and will assume all personal liability for their participation in UMC.

Letter of Invitation

Conference participants who require an invitation letter to enter the United States must first register and pay for the conference before a Letter of Invitation will be issued.

- **Download:** You may view and/or download the invitation letter after you've registered. Letters of Invitation will download as a PDF document and can be printed or saved to your computer.
- **Mail:** Print copies will be mailed only at the requesting conference attendee's expense. UPS or FedEx account number must be provided by the participant in order to receive a print copy of the Letter of Invitation.

WEF will only issue a Letter of Invitation to the following verified conference participants:

- Conference Attendees
- Conference Speakers

Consent to receive SMS (short message service) alerts

By providing your mobile phone number to WEF, you consent to receiving text messages alerts in the event of an emergency.

WEF does not charge for this service, but standard text messaging rates may apply as provided in your wireless plan (contact your carrier for pricing plans and details).

If you do not wish to receive emergency alert messages, you will be given the opportunity to opt-out during the registration process.