



GO-TO-CUSTOMER
MANDATE

Align Resources.
Unlock Revenue.

THE 2017 CSE FORUM SERIES

PRODUCED BY ALEXANDER GROUP

2017 Chief Sales Executive Annual Fourm Cancellation Policy

Registration:

Attendee substitutions may be made at any time as long as the individual (substitution) satisfies registrant screening criteria and is approved by the Event Producer/Host.

Cancellations must be in writing and emailed to Betty Corrado at bcorrado@alexandergroup.com.

Important Dates:

September 1, 2017: Cancellations received by email (not voice mail) on or before this date qualify for a refund, less processing fees (credit card and \$100 administrative fees).

After September 1, 2017 & No-Shows: Confirmed registrants who do NOT show up for the 2016 Annual Forum or who cancel in writing after this date will not be refunded nor credited any portion of the registration fee.

Extended Room Nights:

Attendees will be liable for paying extended room night charges for cancellations we receive in writing after September 1, 2017. *Note: Since extended room nights are guaranteed on room blocks in advance, they do not fall into the same cancellation timeline as booking directly through the hotel.*

Golf Tournament:

No refunds for cancellations received on or after September 29, 2017. Cancellations must be sent via email in writing to bcorrado@alexandergroup.com.

If for any reason the 2017 CSE Annual Forum is cancelled, Forum Hosts and its representatives and employees, Sponsors and Speakers do NOT accept responsibility for airfare or any other costs incurred by registrants. Program content is subject to change without notice.



Chief Sales Executive
Forums

For information on 2017 CSE Forum registration:
Betty Corrado 203-905-5593 | bcorrado@alexandergroup.com