

**PACIFIC NORTHWEST CHAPTER
OF THE ASSOCIATION OF CERTIFIED FRAUD EXAMINERS**

**ANNUAL FRAUD CONFERENCE
May 13, 2019**

Terms and Conditions

Registration and Payment – Full payment is required at the time of registration. Event fees cover continental breakfast and lunch provided by the La Quinta Inn & Suites on the day of the Conference. Event fees do not cover travel, lodging, or incidental expenses.

Credit card payments are accepted (Master Card/VISA/Discover/American Express). Please visit our website at: www.fraud-examiners.org for further instructions. Mail completed Registration Form and payment to the Chapter address below:

Pacific Northwest Chapter/ACFE
P.O. Box 1253
Bothell, WA 98041

Registration Fees – Pre-registration is strongly encouraged, but not required. Registration made on or prior to April 22, 2019 (postmark date for registrations through the USPS) is \$150 (Member/Associate Member price - \$100). Registration made during April 23 through May 6, 2019 is \$175 (Member/Associate Member price - \$125). Members must be current on 2018 and 2019 dues in order to receive this discount.

Late Registration Fee – Registrations made after May 6, 2019, or made in person on the day of the conference, are subject to a **\$25** late registration fee. This fee is in addition to the Registration Fees listed above.

NSF Fees – A Non-Sufficient Funds fee will be assessed for any check payment returned for insufficient funds or closed account.

Guests/Alternates – All guests must register to attend and are subject to all associated terms and conditions. Alternates may attend if registered attendees are not available on the conference dates.

Cancellation Policy – Our cancellation policy is intended to keep costs low for attendees. Due to financial obligations incurred by the Pacific Northwest Chapter/ACFE, you must cancel your registration prior to **April 23, 2019** in writing by sending an e-mail to Treasurer@fraud-examiners.org. No refunds will be given for cancellations received after that date. Participants will be given the option of transferring their registration fee to another person, or applying their registration fee to the 2020 Annual Fraud Conference. No refunds or credit will be given for “no shows”.

Conference Agenda – At times, it is necessary to cancel, reschedule, or substitute a conference session, speaker, and/or topic after registration has been confirmed. The Pacific Northwest Chapter/ACFE reserves the right to alter this program, if necessary, without further notice.

Prerequisites – There are no prerequisites for the conference sessions.

Conference Materials – All conference materials provided to the Pacific Northwest Chapter/ACFE in advance by the presenters will be made available electronically to attendees in advance of the conference. A limited number of hard copies of the materials will be available at the conference. All conference materials will be posted to the Chapter website (www.fraud-examiners.org) after the conference.

Internet and Power Outlets – The Pacific Northwest Chapter/ACFE has arranged for facility hosting this event (La Quinta Inn & Suites) to make the necessary accommodations for laptops and other devices for viewing the conference material as well as wireless Internet access. The Chapter is not responsible for wireless Internet access, Internet service issues, or for providing power outlets.