

# ARVO Delegate Group Registration Policy

ARVO only accepts fully completed registration forms or spreadsheets. For registration of 10 or more people, please email a spreadsheet listing the following *required* information to [jmccrary@arvo.org](mailto:jmccrary@arvo.org)

## Registrant information: (required)

- First and Last name (how it should appear on registrant Name Badge)
- Email Address (each registrant must have their own individual email address)
- Organization/Institution name (how it should appear on registrant's Name Badge)
- Address (Street, City, State, Postal Code, and Country)
- Member status and Registration amount to be paid, per registrant.

The applicable registration rate is determined by the Annual Meeting Registration Fee Schedule (see below).

Annual Meeting Registration Fees	By March 15	After March 15
ARVO Members	\$354	\$499
ARVO Member-in-Training	\$239	\$339
Nonmember (meeting registration + 1 year regular membership)	\$639	\$639
Nonmember (meeting registration only)	\$639	\$639
Nonmember-in-Training *Student/Training status will be verified.	\$379	\$479

Registrations will only be processed upon receipt of full payment. Fees are to be paid in U.S. funds and drawn on a U.S. bank. Accepted credit cards are: **AMEX, VISA, MasterCard and Discover**. Purchase orders are not accepted.

## Wire Transfer Payment Instructions (International Attendees Only)

- It may take 14 days from the wire transfer remittance date for funds to be deposited, please plan accordingly.
- Payment of registration fees will only be posted upon confirmation of deposit from our bank. Wire transfers (or checks) sent and received after April 14, 2023, may not be processed by the start of the meeting.

**PLEASE BE ADVISED: AN ADDITIONAL \$40.00 SERVICE FEE IS CHARGED BY THE BANK FOR ALL WIRE TRANSFERS. PLEASE INCLUDE THIS AMOUNT WITH YOUR PAYMENT.**

## Group pick-up policy:

- Registrants included in the group registration list will not receive a confirmation express pass with barcode to print their name badge, as this will be included in the Group Pick-up.
- A Group Leader's name will need to be provided. The Group leader will be responsible for picking up all name badges and materials for the group at the designated location for all Group Pick-ups.
- Group Pick-up will be located at the registration desk in the Convention Center from **5pm-8pm on Friday April 21, 2023**.  
**Note: This will be the only time slot for Group pick-up. Group leader's unable to attend during this time, will need to make other arrangements for their registrants to print their name badges.**

## Cancellation and refund policy:

- There will be no refund for no-shows. All registration fees will be forfeited.
- Group substitutions/transfers are not allowed at any time.  
**Note: registrants who are included in Group Registrations, but are unable to attend the Annual Meeting, must request for registration cancellation. If a new registrant is to be added to the group, their registration will be subject to the registration rate at time of payment.**
- The deadline to receive refund requests is **Friday, April 14, 2023**. No refunds will be given for cancellations received in the ARVO office after **April 23, 2023**.
- **Annual Meeting Registration:** Fees will be refunded for the amount paid (USD), less a \$75 administrative fee (\$40 for students).
- All cancellations must be sent in writing to ARVO, 5515 Security Lane, Suite 500, Rockville, MD 20852, or by emailing: [arvo@arvo.org](mailto:arvo@arvo.org).