

Registration Policies, Cancellations & Refunds

Conference Registration

The West Virginia State Treasury Cash Management Conference is restricted to state agencies and personnel. Registration is required for each individual participating in the conference.

- Registration will open on **February 8, 2021** and continue through **April 14, 2021**.
- The registration fee is \$50.00 for each participant.

Registration Payment Policy

Full payment of the conference fee must be made at the time of registration. Payment for conference registration can be made by credit card or P-Card.

Registration Cancellation and Refund

You must contact us no later than **April 11, 2021** to cancel your registration for the 2021 Cash Management Conference and receive a full refund of your registration fee. No refunds will be given for cancellations made after **April 11, 2021**.

Cancellation requests must identify the registrant's name, email address, and amount paid. Send cancellation requests to wvtreasury@wvsto.com.

Registration Substitution

Substitution requests must come from the original registrant and include the original registrant's name, job title, organization name, amount paid, plus the replacement attendee's full name, job title, organization name and email. Send registration substitution requests to wvtreasury@wvsto.com. This policy applies to both conference and guest registrations. There is no deadline for registration substitutions.

Registration Confirmation

Confirmation of your registration is sent via email immediately upon receipt of payment.

Dissemination of Information

Registered attendees will receive an email invite via Microsoft Teams for each of the conference sessions. The email invite will include a direct link to join that session. Each session will have its own unique link. Don't forget to add each of these events to your calendar! **Please note: The Microsoft Teams app is not required to join the sessions.**

If you have further questions, please email wvtreasury@wvsto.com.