

# Registration Policies, Cancellations & Refunds

## Conference Registration

Conference is restricted to state agencies and personnel. Registration is required for all those attending the conference. Registration will begin on **February 2, 2022** and end on **April 20, 2022**.

- \$105.00 Early Bird Registration on or before **March 22, 2022**
- \$150.00 Registration after **March 22, 2022**

## Guest Conference Registration

Guests attending the conference with a registered attendee must also be registered. Guest registration includes all meals/social events but **does not allow access to conference sessions**. Guests must wear conference name badge while attending conference events. Guest registration will open on **February 2, 2022**, and end on **April 20, 2022**.

- \$60.00 Guest Registration

## Registration Payment Policy

Full payment of the conference and guest registration fees must be made at the time of registration. Payment for conference registration can be made by credit card or P-Card. A separate link is available for personal credit card payment for all guest registrations.

## Registration Cancellation and Refund

You must contact the West Virginia State Treasurer's Office no later than **March 29, 2022**, to cancel your registration for the 2022 Cash Management Conference and receive a full refund of your registration fee. No refunds will be given for cancellations made after **March 29, 2022**.

Cancellation requests should be sent to [wvtreasury@wvsto.com](mailto:wvtreasury@wvsto.com) and must include the registrant's name, email address, and amount paid. This policy applies to both conference and guest registrations.

## 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](mailto:wvtreasury@wvsto.com). There is no deadline for registration substitutions.

## Registration Confirmation

Confirmation of your registration payment is sent via email immediately upon completion of the registration and payment submission. This receipt will be sent to the email address provided on the payment page during the registration process. The individual registered for the conference will receive an email confirmation from [wvtreasury@wvsto.com](mailto:wvtreasury@wvsto.com) no later than **one week after** registration.

Official identification badges will be available for pick-up onsite at Conference Check-In area. Attendees and guests must wear the official conference badge at all times and present it for admission to all 2022 Cash Management Conference events.

If you have further questions, please email [wvtreasury@wvsto.com](mailto:wvtreasury@wvsto.com).