The following registration policies apply to all MMEA professional learning events (in-service, conference, webinar, etc.)

A. There are two registration time periods: 1) Regular – Friday or Monday, four-six weeks before the events 2) On-Site – starting two weeks prior through the duration of the professional learning event. Please adhere to deadlines. Registrations postmarked or submitted online after the regular registration time period will not be processed and must be paid at the professional development site and the on-site fee will be assessed.

B. **Who Must Register?**
   1. Those attending sessions (in-state and/or out-of-state): members, non-members, students, retirees, spouse/partner, 1st and 2nd year teachers, parent/guardian of participating students, if the parents wish to attend conference sessions.
   2. Those participating in and organizing sessions (in-state and/or out-of-state): This includes: presiders, panel members, clinicians, co-clinicians, moderators of panels, conductors of demo groups, board members, volunteers, etc.

   **Exceptions:**
   In some circumstances, a comp code will be provided for the following groups to complete the registration process.
   1. *Non-members* who are asked to participate in a panel and **who are not music educators**, such as a Superintendent of Schools, Principals, president of a parent group or arts organization, etc. If these persons wish to attend sessions other than the one(s) in which they are participating, they must register for the conference.
   2. Headliners, Conductors of All State Concerts, Chaperones, Exhibitors, NAfME National and Division Leadership, MMEA staff, MMEA designated event staff, consultants, or contractors per previous agreements or written confirmation receive the guest registration (complimentary).

C. Membership must be current at the time of registration. Expiration dates during the month of the professional development are not acceptable. Registration will be processed at the non-member rate and payment is due onsite or an invoice will be generated for the difference.

D. Plan ahead. If you are not currently a member and wish to join, please visit nafme.org.

E. A check or money order must accompany the professional development registration form. If your check is returned for non-sufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus applicable fees of $50.00. On a case by case basis, we can accept purchase orders and
will generate an invoice for payment. If the invoice is not paid, a “hold” on registration for future events will occur.

F. Online registration is available for those wishing to pay with a credit card. To do so, visit the professional development website.

G. Non-payment of registration fees will result in non-admission unless paid onsite. Generation of an invoice after the conference may occur. If for some reason, payment is not received or the invoice is not paid, a “hold” on registration for future events will occur.

H. Please email the MMEA Membership Chair at mmeaconferences@gmail.com if you have any questions concerning professional development registration and membership.

I. The daily fee is for NAfME/MMEA members and Non-members who plan to attend only one day of the professional development. Do not pay the daily fee if you plan to attend more than one day.

J. Tickets for All State Concerts should be purchased separately. All tickets can be purchased online and at the event. One ticket purchase per event.

K. Consent to Use of Photographic Images – Registration and attendance at or participation in MMEA’s professional development constitutes an agreement by the registrant to MMEA/NAfME’s use and distribution of the registrant’s or attendee’s image in photographs that may be printed or published online.

Registration Refund & Cancellation Policy

Illness/Emergencies: Following the professional development, refunds for illness or emergencies will be reviewed upon submission of written request and supporting documentation (physician’s statement, emergency information, etc.). Refunds are subject to a $30 processing fee. All refunds must be submitted in writing to the MMEA Executive Office at mmeamarylandinfo@gmail.com with one week of the conference. Allow four-six weeks for review and processing.

Events: Special events, concert tickets, and merchandise or items purchased are not refundable.

Cancellation: Professional Development registration and/or workshop registration may be canceled with full refund less a $30 processing fee, provided written notification is received any
time up until six (6) weeks prior to the professional development start date. A 50% refund is available for professional development registration and/or workshop registration provided written notification is received between six (6) weeks (30 business days) and four (4) weeks prior to the professional development start date. No refunds will be granted within four (4) weeks of the professional development start date. In the case of emergency/extenuating circumstances, special requests may be considered on a case-by-case basis following the professional development. All fees for special events, concert tickets, and merchandise or items purchased are non-refundable. Refund requests should be submitted in writing to the MMEA Executive Office at mmeamarylandinfo@gmail.com. Allow 4-6 weeks after the professional development for processing.

Expo & Sponsorship Purchase Refund & Cancellation Policy

Cancellation: Exhibitor and sponsor purchases may be canceled with full refund less a $50 processing fee, provided written notification is received any time up until eight (8) weeks prior to the professional development start date. A 50% refund is available for professional development registration and/or workshop registration provided written notification is received between eight (8) weeks and six (6) weeks prior to the professional development start date. No refunds will be granted within six (6) weeks of the professional development start date.

In the case of emergency/extenuating circumstances, special requests may be considered on a case-by-case basis following the professional development. All fees for special events, concert tickets, and merchandise or items purchased are non-refundable. Exhibitor refund requests should be submitted in writing to the MMEA Executive Office at mmeamarylandinfo@gmail.com. Allow 4-6 weeks after the professional development for processing.

Please note the following timeframes: (6) weeks equates to 30 business days; (8) weeks equates to 40 business days; and (4) weeks equates to 20 business days

MMEA reserve the right to cancel or change a professional development session due to low enrollment or reasons beyond our control. We will attempt to notify affected registrants, participants, vendors, partners, etc. to reduce any inconvenience. MMEA is not liable for any expenses incurred due to cancellation.

Subject to change.