



## **CONFERENCE REGISTRATION POLICY**

Each year, BCWWA receives requests for complimentary registration for the Annual Conference and Trade Show from volunteers, retired or unemployed members, presenters, or others. This has resulted in development of the following policy to ensure fairness and to avoid a subjective analysis on a case-by-case basis where requests are received.

### **Presenters and Attendees**

Participation in the conference and trade show is considered to be on a volunteer basis for all attendees and presenters. Those participating in any activity related to the Annual Conference and Trade Show should do so with the understanding that they will be expected to pay the appropriate registration fee for the event(s) that they are attending and/or participating. For example, a presenter for at a technical session would be expected to pay, as a minimum, a one-day registration fee for the day on which the presentation is taking place.

### **Dignitaries and Invited Guests**

BCWWA does not normally have a list of invited guests.

Traditionally, a member of the parent organizations, AWWA and WEF, attend the BCWWA Conference to bring greetings on behalf of the parent organizations. One member of each parent organization will be provided with complimentary conference registration. This policy recognizes a reciprocal arrangement provided by the parent organization whereby one staff member of the member association is provided with complimentary registration at their annual conference.

Parent organization representatives are expected to cover their own costs for accommodations and travel costs.

### **Board Members**

Board members are expected to pay full registration to attend the conference. If, however, a Board member is retired, unemployed or otherwise unable to recoup the registration fee from their employer, the fee will be covered by BCWWA to ensure that all Board members are able to attend the annual conference as part of their duties as a Board member.

### **Conference Committee Members**

Conference Committee members also participate on a volunteer basis and are expected to pay the registration cost for the conference. As with a Board member, if the volunteer is retired, unemployed or otherwise unable to recoup the registration fee and the volunteer's participation is required at the conference events, the registration fee for the event(s) will be complimentary.

*This policy supports providing volunteer recognition in means associated with the volunteer and/or volunteer committee activities but separate from the Annual Conference and Trade Show.*