

C O N F E R E N C E F E E S

The conference fees are inclusive. They include registration, accommodations, meals, coffee breaks, meeting rooms, audio-visual fees, conference management, and taxes/service charges from dinner on Sunday through breakfast/lunch Friday. (Incidental fees are telephone calls, upgrade charges, faxes, parking, etc. and are billed to your personal account by The Sheraton Panama City Beach) **ALL PARTICIPANTS (INCLUDING MEMBERS OF THE STEERING COMMITTEE, SESSION CHAIRS AND CO-CHAIRS, AND INVITED SPEAKERS) ARE REQUIRED TO REGISTER.**

Early bird rates are effective for those who **REGISTER AND PAY** on or before December 28, 2019. After January 6, 2020, hotel rates are subject to an increase up to a \$300.00 additional charge, which will affect the rates by this amount. Also, hotel registration after this date will be contingent upon room availability.

REGISTRATION APPLICATION CATEGORIES AND FEES	REGISTRATION FEES
PARTICIPANT, SINGLE ROOM - Full Registration to all technical sessions, all conference provided meals and social hours.	\$1,845.00
PARTICIPANT, DOUBLE ROOM - Sharing a room with a fully paid "Double Occupancy" registrant. Full Registration to all technical sessions, all conference provided meals and social hours included.	\$1,945.00 (after 12/28/2019) \$1,568.00 \$1,668.00 (after 12/28/2019)
NON-PARTICIPANT, FULL GUEST - Sharing a room with a "Participant, Single Room" registrant. All conference provided meals, and social hours included. No access to any of the technical sessions.	\$ 680.00
NON-PARTICIPANT, LIMITED GUEST - Sharing a room with a "Participant, Single Room" registrant. Conference provided dinners, and social hours included. No access to any of the technical sessions. No access to any conference provided breakfasts or lunches.	\$ 315.00
NON-CONFERENCE GUEST - Sharing a room with a "Participant, Single Room" registrant. No provided dinners or social hours included. No access to any of the technical sessions. No access to any conference provided breakfasts or lunches.	No Charge

REGISTRATION DATES

November 11, 2019 to December 28, 2019 - Registration application is open and available at the listed fees. Registration typically fills by mid-December, so we encourage you to register early, as space is limited to approximately 220 participants for the Technical Sessions.

December 28, 2019 - February 9, 2020 - If space is still available, additional registration applications will be considered, but **there will be a \$100 late application fee on Participant Registrations.**

PAYMENT

All conference payments must be received by January 6, 2020. We can guarantee you a room at the hotel only if payment for the conference fees has been received by this date. **NO HOTEL ROOM RESERVATIONS WILL BE MADE WITHOUT PREPAYMENT.** Payment by check or money order drawn on a U.S. Bank in U.S. dollars, payable to Stationary Source Sampling Conference or Hospitality Management Systems is acceptable. No currencies other than the US Dollar will be accepted.

PLEASE SEND PAYMENT TO:	Stationary Source Sampling Conference 6508 Camino Carreta, Carpinteria, CA 93013 T: 805.684.1284 / F: 805.684.6979 / E-mail: alchms@cox.net Checks Payable to: Stationary Source Sampling Conference
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CANCELLATION POLICY

Cancellation must be received in writing, at least one month prior to the start of the conference in order for a refund to be issued less a \$325 cancellation fee. Cancellations received thereafter are subject to a \$500 cancellation fee, plus any direct expenses incurred by SES. A transfer of registration may be made at any time.

SUBSTITUTIONS & REFUNDS

Substitutions are allowed. There is a \$45.00 administration fee effective for substitutions. Registration and fees are for the conference and all meals and social hours in its entirety. No partial refunds may be applied due to late arrivals or early departures.

PERSONS WITH DISABILITIES

If you have a disability, and may require accommodation in order to participate fully in this conference, please make a note on the registration materials or send an e-mail to alchms@cox.net. You will be contacted by an SES representative to discuss your specific needs.

SPECIAL DIETARY REQUIREMENTS

If you have special dietary requirements (e.g., vegetarian or a food allergy), please indicate on your registration materials. Special meal requests made in advance are easily accommodated.

OPTIONAL TOURS

Please check our website for information on optional tours.

MEDICAL ISSUES

SES will not assume responsibility for medical expenses of conference participants or their guests at the conference. Be certain of your health insurance coverage, particularly if you plan to participate in any of the athletic events.

ADDITIONAL QUESTIONS

Should you have specific questions regarding your registration, please contact our office at 1.805.684.1284. You may also send your questions concerning conference registration by e-mail (alchms@cox.net). Information on the Stationary Source Sampling and Analysis for Air Pollutants program can be found on the website at www.sesnews.org