

UCEA20 Policies and Procedures

Registration

Upon completing registration, all participants will receive a unique ticket number that will be their identifier to gain access to convention sessions and events.

- All attendees, presenters, and digital discussants must be registered and pay in full for the convention (including post-convention sessions) for which they attend, present, or volunteer.
- Presenters, digital discussants, all other session participants must be registered prior to the November 8th deadline set by UCEA to ensure their access to the convention.
- Access to all Asynchronous and Synchronous sessions will be available for on-demand viewing for 6 months after the convention.
- Sharing of ticket numbers is strictly prohibited and will result in removal from the convention and convention program for all parties involved.
- Convention registration is required for participants in the Graduate Student Summit and Jackson Scholars Network Research Symposium.
- One-day or abbreviated registrations for a discounted rate are not available.

Payment Policies

- Payment is due at the time of the transaction.
- All account balances must be settled prior to attendance at future conventions.

Refunds

- All convention-related registration fees are non-transferable (to another person or to another year).
- Refund requests for registration fees should be submitted by **September 30** for the virtual convention by sending an [email](#) request.
- Refunds requested after the **September 30** deadline will be reviewed on a case-by-case basis and granted for very rare extenuating circumstances with a 50% refund.
- Refunds will be returned via the payment method used for the original payment.