



ACCP Event Payment Policy

Effective July 10, 2023

Event registration fees must be paid by the deadlines below. Attendance at ACCP events will not be authorized until payment has been received in full.

Conference

The payment deadline for the ACCP Annual Conference is 10 business days prior to the start of the event.

Forum

The payment deadline for Forum: A CSR Intensive is 7 business days prior to the start of the event.

Summits

The payment deadline for ACCP Summits is 2 business days prior to the start of the event.

If payment is not received in full by the deadline date, registrants will not be allowed to enter the event. Exceptions may be made for those who have contacted ACCP no later than the specified payment deadline date and resolved the outstanding issue with ACCP [Event Staff](#).

No shows or those that cancel their registration after the refund cut-off date are responsible for the full balance of the registration fee and are not eligible for a refund, as outlined in the [ACCP Event Cancellation Policy](#).

IMPORTANT NOTE REGARDING EXCEPTIONS:

If extenuating circumstances occur, it is the responsibility of the registrant to inform ACCP [Event Staff](#) in writing prior to the payment deadline date so we can evaluate on a case-by-case basis. Providing this information later than the payment deadlines could prohibit participation in the event.

In these cases, ACCP will allow an exception for attendance provided the registrant contacts ACCP [Event Staff](#) prior to the payment due dates noted above, mutually resolves the issue, and confirms in writing the company's commitment to pay the balance due within 30 days.

Notices

- ACCP reserves the right to cancel any registration without notice, including for lack of compliance with this policy.
- ACCP reserves the right to amend the Event Payment Policy at any time in its sole discretion.

Additional Information

- If you need a copy of ACCP's W-9 or have any technical difficulties with payment, please email accounts@accp.org.
- View the ACCP Event Cancellation Policy located [here](#) for details regarding cancellation deadlines and requests for substitutions, credits, and refunds.