



The Institute of Internal Auditors Central Virginia Chapter

E-mail your Reservation (Click on “Register Me” link on Event page).

RESERVATION Policy

Seminars must be prepaid by specified deadline 1 to 4 weeks in advance, except by permission in advance due to extenuating circumstances. While Seminar fees are non-refundable, you may send a substitute.

Dinner or Lunch meetings require payment at the door, except dinners must be prepaid with the seminar fee if a discounted meal price is offered to seminar registrants.

Reservations at least 7 days in advance are required, or there's NO guarantee of food or space available. Prices of seminars may increase a month prior to the seminar, unless already paid.

Meal "no shows" will be billed at full cost, unless cancelled 7 days in advance.

While **substitutions are allowed**, you must notify us of the name of the substitute in advance, prior to the meeting, AND the substitute must so indicate when signing-in at the meeting.

Cancellations after the deadline, without a substitute:

Although you risk being billed when canceling after the deadline without a substitute, you will not be billed for the meal if you cancel and someone without a reservation is served in your place. Names are matched on a FIFO basis. IIA is charged for all reservations unless you provide sufficient notice in advance! When in doubt, notify us -- even after the deadline! **Verbal notification at the door** by someone else attending keeps us from waiting at the Registration Table for you, but this is at least 24 hours too late for canceling payment for your meal to the restaurant, unless someone attends in your place or someone appears without a reservation. Failure to cancel means all uneaten “reserved” meals must be paid for.
