

FEDERAL DEMONSTRATION PARTNERSHIP (FDP)

Registration Policy

Registration Fees

Washington, DC Meetings

- Registration fees are required of all representatives regardless of the membership status of their institution/agency. The registration fee will be determined by the FDP.
- Registration fees cover all meeting activities, access to all sessions and handout materials, on-site Wi-Fi in the meeting areas, social events and the following meal functions: Two continental breakfasts, one lunch, refreshment breaks throughout the meeting, and two evening receptions.

Federal Agency Members

Meeting registration fees for member federal agencies have been waived until further notice.

Registration Method

Registrations must be made via the registration link provided through email or on the FDP web site. **Telephone registrations will not be accepted.** Payment methods accepted are credit card (**visa and master card only**), check, wire transfer, and cash on-site only. If a registration fee is required and you choose to pay by check, please send a check prior to the meeting. Checks should be made payable in U.S. currency to the **FDP Foundation** and sent to the FDP mailing address.

Substitutions

Registrants unable to attend may transfer their registration to another representative from their own institution with prior notice to the FDP. ***Member institutions are urged to send a replacement representative.***

Cancellations and Refunds

Cancellations must be made via email or in writing and received by the FDP no later than one week prior to the meeting. Please send an email to fdp@nas.edu. The FDP **will retain a \$50 administrative fee** to cover the cost of managing expenses already obligated and the cost of making the refund. You may also transfer your fee to the next scheduled FDP meeting (***the transfer only applies to the next scheduled meeting***). If you do not attend the next meeting, you forfeit your fee, as it is not transferable to any other future meetings. Cancellations made after this time and no-shows are ineligible for refunds or transfers. ***Member institutions are urged to send a replacement representative.***

[CLICK HERE](#) to view the **inclement weather** cancellation policy.

If an entire meeting is canceled, all registrants will be refunded their entire registration fee w/o penalty.

Requests for refunds must accompany the notice of cancellation and cannot be accepted by fax or telephone, email is preferred. Refunds are issued within 30 days **after** the meeting occurs in the same method of payment as the original payment.

Lodging and Transportation

Lodging and transportation are not included in the registration fee. Information about lodging and transportation will be included in the announcement details for each meeting. Hotel cancellations are governed by the hotel's cancellation policy. Please contact the hotel when considering cancelling your attendance.

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