



POLICY MEMORANDUM #2000-01

Date: August 2, 2000 (Revised February, 2010)

Subject: Conference Attendance and Fees

To: All BNI Directors

From: Ivan R. Misner, Ph.D.

Increasingly, BNI has incurred problems with Directors not registering for upcoming Conference and Pre-Conference activities within the required time frame (60 days or more), or not staying at the Conference facility that has been negotiated for the event. Due to this situation, it has complicated planning for the event.

For each Conference, BNI signs a contract and is held liable for a certain number of hotel rooms in order to get the room rate, meeting rooms, catering and other services required in order to conduct a successful event. Staying onsite at the Conference venue allows us to keep the Conference fees as low as possible. It is imperative that we receive reservations in a timely manner and that Directors stay at the Conference hotel in order to obtain the best pricing for the contracted services.

Effective immediately, there will be a fee for all BNI Director's Conference and Pre-Conference activities. Please refer to the event details for current fee information.

The **Conference fee** will change. It is imperative to review current registration details for correct pricing.

- 60 days or more (for lowest Conference fee) – see online registration for current fees.
- 59 days- 31 days – see online registration for current fees.
- ***No reservations will be accepted within 30 days of the event. No exceptions.***
- Cancellations (30 days or less) & No Shows - \$300.00 fee per attendee **plus** the conference fees which are non- refundable. All cancellations must be in writing. Fees are per person and include all NDs, EDs, and ADs. Executive Directors will be invoiced the appropriate amount for their ADs.
- If you are staying at a location other than the Conference venue, a fee of \$250 plus applicable conference fee per attendee applies.

Directors whose permanent residence is within 50 miles of the Conference – please contact HQ.

Only Directors who have successfully completed Directors training AND have either a current Franchise Agreement or a signed Directors' Agreement may attend conferences. We may ask you to complete an Agreement prior to attending the event if we do not have a current Agreement on file. Directors who are planning on having office staff attend must have their staff sign a Confidentiality Agreement. BNI reserves the right to refuse participation in a BNI Conference to *any* non-franchisee of BNI.

This policy is subject to change. If you have any questions regarding this policy, please feel free to contact BNI HQ.