



ASHRM HRM Event Policies

Payment Information

Registrations will not be validated until your payment is received by ASHRM. If a payment by check is not received by the start of the program, attendees will be required to provide payment by credit card in order to participate in the program.

Register online and pay by credit card. {link to web page when turned on}

Mail check payable to ASHRM:
American Hospital Association
75 Remittance Drive, Suite 1885
Chicago, IL 60675-1885

Cancellation Policy

All cancellation and refund requests must be made in writing to ASHRM@aha.org. All refunds will be provided in the original form of payment after the event concludes. Registration fees, less a \$100 cancellation fee, are refundable if written notice is received by email prior to June 25, 2018, at 4 p.m. CT. Payment to join or renew ASHRM membership is nonrefundable and nontransferable.

Substitutions

Registrants unable to attend may send an alternate. If the alternate is not a member of ASHRM and the original registrant is a member, the nonmember differential must be paid. The deadline for substitutions is June 25, 2018.

Special Accommodations

If you require special accommodations, please contact ASHRM in advance at ASHRM@aha.org.

More Information

Phone: (312) 422-3980
Email: ASHRM@aha.org
Web: www.ASHRM.org