



GCMS 2023 Terms and Conditions

By registering you accept the registration and event Terms and Conditions.

Acceptable forms of payment

Payment must be made at the time of registration. Acceptable forms of payment include:

- Checks - Please make checks payable to "NCMA" or National Contract Management Association and include the attendee's name on the memo line.
- Credit card(s) - American Express, VISA, Mastercard, and Discover.
- Automated Clearing House (ACH).

Please Note: Registration fees must be drawn on U.S. banks in U.S. (\$) dollars. NCMA does not accept purchase orders from foreign governments and will not invoice them for payment.

Purchase Orders

We accept purchase orders. The purchase order should be complete and include all pertinent information to include but not limited to PO#, company information, attendee list, and billing instructions. Payments are NET 30 days after the conclusion of the event. To ensure timely registration and processing, organizations are encouraged to submit all registrations on a single purchase order.

Group Registration

Group registration discounts are available for groups of 10 or more from the same organization who are submitted for processing on the same invoice, regardless of NCMA membership status. No additional discounts can be applied.

To register a group, please email your completed version of the group registration form below to memberservices@ncmahq.org.

[GCMS Group Registration Form](#)

You will receive an invoice with instructions for how to make payment.

Please Note:

- All registrants must create or have an NCMA account to register.
- Group rate cannot be applied retroactively if someone has already registered at the individual rate.
- All groups under 10 must register individually. We are unable to consolidate invoices for groups of less than 10.

Student Registration

Student rates are available for **full-time students who are not already in the job market**. Please contact memberservices@ncmahq.org for a promo code to receive the student rate. Note that misrepresentation of student status is against the [NCMA Code of Ethics](#).

NCMA Membership

Individual nonmember registrations include a one-year membership to NCMA. Your membership term will run from December 2023 – November 2024. Memberships will be activated after GCMS, no later than November 30th. For more information on NCMA membership benefits, visit our [website](#).

Email memberservices@ncmahq.org with questions on your NCMA membership status.

NCMA Code of Ethics

The NCMA Code of Ethics applies to NCMA meetings and events participation. NCMA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NCMA reserves the right to prohibit attendance at any future meeting, virtually or in person. This includes:

- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by NCMA throughout the meeting. All participants must comply with the instructions of the moderator and any NCMA event staff.
- Presentations, postings, and messages should not contain promotional materials, political messages, special offers, job offers, product announcements, or solicitation for services. NCMA reserves the right to remove such messages and potentially ban sources of those solicitations. Please contact NCMA at memberservices@ncmahq.org if you have a concern about a member or the association.

Assumption of Risk and Hold Harmless

All NCMA events and activities are purely voluntary activities. All attendees are fully responsible for their own professional and personal conduct and well-being, including, and without limitation, determining their level of fitness to take part in any such event or activity. In participating in any event or activity, attendees shall be deemed to understand and accept all risk of possible physical injury that might occur as a result of such participation. Attendees agree to release and hold harmless NCMA and its affiliates, employees, officers, directors, representatives, and agents from any and all alleged and/or actual liability, claims, actions, lawsuits, damages, or losses, of any kind which arise out of or result from attendance at and participation in the conference.

Photography and Video Recording

NCMA may take photographs and/or make audio and visual recordings of the event, and participants grant to NCMA the absolute right and permission to use any such photographs or recordings that may be taken during the event for any purpose in its sole discretion.

Photos, video or audio recording(s) of any educational session by attendees is strictly prohibited without permission from NCMA and the session presenter(s).

Distribution of Literature or Promotional Information

Distribution of literature, samples, or other promotional material by attendees is prohibited without prior permission by NCMA. Any attendee found to be distributing literature without prior approval may be asked to leave the show. Exhibitors may distribute literature, samples, and materials only within the confines of their rented booth space, except with prior permission from NCMA.

Non-Discrimination Statement

NCMA functions and activities are intended to foster the expression and exchange of ideas by all members, regardless of gender, race, ethnic origin, religion, age, marital status, sexual orientation, disabilities, or any other reason not related to subject matter or technical merit. It is the responsibility of all participants and guests to conduct themselves in a professional manner in which all persons are treated with dignity and respect.

Event Privacy Policy

NCMA does not sell contact information of meeting registrants. NCMA uses the information you provide to administer your registration and to keep you apprised of conference information and related products and services. Registrants may choose what information is shared within the mobile app and virtual platform during the event as well as whether or not they wish to be contacted by our Sponsors and Exhibitors.

Cancellations, Substitutions and Requests for Refunds

All cancellations, substitutions, and requests for refunds must be done in writing and emailed to memberservices@ncmahq.org.

Substitutions are welcome! There is no charge for substitutions, but additional fees may apply based on the substitute's membership status.

Registrants who are unable to attend the meeting/ training must email their cancellation or refund request on or before October 23, 2023. A **\$150 administrative fee** will be applied to all cancellations received before October 23, 2023. No refunds will be issued for cancellations received after **5:00 pm Eastern Time, October 23, 2023**. Refunds will not be issued for no-shows. Registration switching/ sharing is prohibited.

In-Person Registrants: If you get sick prior to GCMS, please provide written notice to NCMA (memberservices@ncmahq.org) at least 24 hours prior to the opening of the conference on November 6, 2023 and we will switch your registration to virtual and refund you the difference between the in-person and virtual registration.