

# Registration Information

Access to online registration will be accessible via the CFP website:

<http://www.foodprotect.org/biennial-meetings/2023-biennial-meeting/register/>

## Conference for Food Protection ■ 2023 Biennial Meeting and Workshop Registration

**Virtual Workshop: March 22 – 24, 2023** scheduled from noon to 1:30 PM Eastern time each day

- ✓ Online registration remains available throughout the Workshop; however, access may be delayed.
- ✓ Details regarding digital accessibility is available online: <http://www.foodprotect.org/biennial-meetings/2023-biennial-meeting/>
- ✓ A full Workshop agenda will be published in early February 2023 after Issue submission closes for the 2023 Biennial Meeting.

**Biennial Meeting: April 24 – 28, 2023** participation offered in-person OR via livestream

- ✓ Registration deadlines:
  - **For in-person attendees:**
    - The last day to register online is Friday, April 21, 2023
    - Walk-in registration is available beginning Sunday, April 23, 2023, at 1 PM
  - **For livestream attendees:**
    - Online registration remains available throughout the Biennial Meeting; however, we recommend livestream participants register in advance as access to sessions may be delayed.
    - Details regarding digital accessibility is available online: <http://www.foodprotect.org/biennial-meetings/2023-biennial-meeting/>
- ✓ The following events during the 2023 Biennial Meeting will be available to livestream participants:
  - Pre-recorded informational sessions
  - Opening General Session
  - Committee Reports and Updates
  - Council Sessions
  - Committee Formation Session
  - Caucus Meeting Elections
  - Closing General Session and Assembly of Delegates
- ✓ The full Biennial Meeting agenda is available online: <http://www.foodprotect.org/biennial-meetings/2023-biennial-meeting/>
- ✓ Membership in CFP is included with 2023 Biennial Meeting registration. Membership is effective until the day before the start of the next Biennial Meeting in 2025.

REGISTRATION OPTIONS	EARLY Discounted Registration Fee	LATE Registration Fee
<b>In-person Attendee for the Biennial Meeting AND Virtual Workshop</b> <i>Includes CFP membership for the 2023-2025 biennium.</i>	<b>\$ 695</b> <i>Last day to register at this discount rate is Friday, March 17, 2023.</i>	<b>\$ 795</b>
<b>Livestream Attendee for the Biennial Meeting AND Virtual Workshop</b> <i>Includes CFP membership for the 2023-2025 biennium.</i>	<b>\$ 695</b> <i>Last day to register at this discount rate is Friday, March 17, 2023.</i>	<b>\$ 795</b>
<b>Virtual Workshop ONLY</b> <i>Does NOT include CFP membership.</i>	<b>\$ 195</b> <i>There is no "late fee" to register for the Workshop ONLY.</i>	

### Special Rates for Full-time Students ...there is no "late fee" for students

<b>Student Rate: In-Person Attendee for the Biennial Meeting AND Virtual Workshop</b> <i>Includes CFP membership for the 2023-2025 biennium.</i>	<b>\$ 125</b>
<b>Student Rate: Livestream Attendee for the Biennial Meeting AND Virtual Workshop</b> <i>Includes CFP membership for the 2023-2025 biennium.</i>	<b>\$ 125</b>
<b>Student Rate: Virtual Workshop ONLY</b> <i>Does NOT include CFP membership.</i>	<b>\$ 50</b>

**ALL registration forms MUST be submitted online; an option to "pay by check" may be selected:**

<http://www.foodprotect.org/biennial-meetings/2023-biennial-meeting/register/>

**Requests for refunds or transfers must be submitted using an approved form:**

<http://www.foodprotect.org/media/policy/cancellation-and-refund-policy-final-10-05-2022-fillable.pdf>

**Cancellations and Refunds:** Each registrant seeking a cancellation or refund for the Biennial Meeting or Workshop will be charged a \$100 administrative processing fee. An additional \$100 will be retained from Biennial Meeting refunds for CFP membership dues for the upcoming biennium (membership valid until the day before the start of the next biennial meeting). Refund requests that seek a waiver of these charges must be submitted to and be approved by the Executive Director and Conference Chair.

**Registration Transfers:** A registration may be transferred to another individual; however, once a registrant initiates participation in either the Workshop OR the Biennial Meeting, a transfer will NOT be approved. Any Biennial Meeting transfer includes the transfer of CFP membership to the new registrant.

**Save money by registering early!**